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# Agenda

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Call to Order

National Anthem

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1.0 Additions to the Agenda

2.0 Adoption of Agenda

3.0 Corrections or Amendments:

3.1. December 20, 2017, Regular Meeting of Council Minutes 3-9

4.0 Adoption of:

4.1. December 20, 2017, Regular Meeting of Council Minutes

5.0 Delegations / Administrative Updates

5.1. S/Sgt. Callihoo – December 2017 Stats and Year to Date Report 94-100

5.2. Mr. Tom Hinderks – Drayton Valley Hospitality and Tourism Authority 10

6.0 Decision Items Pages 11-68

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6.1. Alberta Community Partnership Grant Funding for Intermunicipal  
Collaboration Framework Negotiation 11-17

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6.2. Intermunicipal Development Plan Council Advisory Committee  
Appointment 18-19

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6.3. Brazeau Foundation Donation 20-22

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6.4. Pembina Nordic Ski Club Funding Request 23-34

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6.5. Town of Drayton Valley Special Event Insurance 35-37

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6.6. Committee Appointments

- Mayor's Advisory Committee 38-58
- Early Childhood Development Centre Board 59-68

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7.0 Department Reports

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7.1. Engineering and Development Sonya Wrigglesworth

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7.2. Community Services and FCSS Annette Driessen

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7.3. Emergency Services Tom Thomson

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7.4. Administration Dwight Dibben

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8.0 Council Reports

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8.1. Councillor Peebles

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8.2. Councillor Dodds

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8.3. Councillor Gamma

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8.4. Councillor Wheeler

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8.5. Councillor Butz

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**Regular Meeting of Council**  
**January 17, 2018**  
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	8.6. Councillor Ballas	
	8.7. Mayor Doerksen	
9.0	Information Items	Pages 69-115
9.1.	Drayton Valley Municipal Library Board Minutes – October 2017	70-72
9.2.	Brazeau Foundation Board Minutes	73-84
	<ul style="list-style-type: none"> <li>• October 12, 2017, Regular Board Meeting</li> <li>• November 9, 2017, Special Board Meeting</li> <li>• December 1, 2017, Regular Board Meeting</li> </ul>	
9.3.	Federation of Canadian Municipalities Innovation Network – Forum 3 Summary	85-90
9.4.	Drayton Valley Legacy Project Meeting Minutes – December 14, 2017	91-92
9.5.	St. Thomas Aquinas Roman Catholic School Division Board Highlights – December 2017	93
9.6.	RCMP December 2017 Stats	94-100
9.7.	Council Conference Reports	
	<ul style="list-style-type: none"> <li>• Councillor Butz – Munis 101 Training, November 4-5, 2017</li> <li>• Councillor Dodds – AUMA Annual Conference, November 22-24, 2017</li> <li>• Councillor Gamma – Munis 101 Training, November 4-5, 2017</li> <li>• Councillor Peebles – AUMA Annual Conference, November 22-24, 2017</li> <li>• Deputy Mayor Wheeler – AUMA Annual Conference, November 22-24, 2017</li> </ul>	101-102 103-105 106-107 108-109 110-113
9.8.	Drayton Valley Brazeau County Fire Services – December 2017 Stats	114-115
10.0	Adjournment	

## Meeting Minutes

### **THOSE PRESENT:**

Mayor Doerksen  
Deputy Mayor Wheeler  
Councillor Butz  
Councillor Ballas  
Councillor Dodds  
Councillor Gammara  
Councillor Peebles  
Dwight Dibben, Chief Administrative Officer  
Pam Livingston, Director of Corporate Services  
Tom Thomson, Fire Chief  
Annette Driessen, Director of Community Services  
Sonya Wrigglesworth, Acting Director of Engineering and Development  
Kevin McMillan, Senior Financial Officer  
Rita Bijeau, Executive Assistant  
Jennifer Stone, Records Management and Communications

Leonard Rogers, Information Services Manager  
Vishal Sharma, Network and Systems Administrator  
Kamil Lasek - Deputy Fire Chief - Training  
Steve Steve Maiwka - Fire Training Officer  
Denis Poulin, Workplace Safety and Emergency Management Coordinator  
Carla Appleby, Administrative Assistant, Fire Services  
Bernice Taylor, Program Manager, Early Childhood Development Centre  
Laine Mitchell, CIBW Radio  
Cathy Weetman, Drayton Valley Western Review  
Members of the Public

### **ABSENT:**

### **CALL TO ORDER**

Mayor Doerksen called the meeting to order at 9:00 a.m.

#### **1.0 Additions to the Agenda**

There were no additions or deletions to the Agenda.

#### **2.0 Adoption of Agenda**

##### **RESOLUTION #226/17**

Deputy Mayor Wheeler moved to adopt the Agenda for the December 20, 2017, Regular Meeting of Council as presented.

**CARRIED**

#### **3.0 Corrections or Amendments:**

3.1. November 29, 2017, Regular Meeting of Council Minutes

3.2. December 1, 2017, Special Meeting of Council Minutes

3.3. December 6, 2017, Special Meeting of Council Minutes

There were no corrections or amendments to the November 29, 2017, Regular Meeting of Council Minutes, to the December 1, 2017, Special Meeting of Council Minutes, or to the December 6, 2017, Special Meeting of Council Minutes.

**4.0 Adoption of:**

- 4.1. November 29, 2017, Regular Meeting of Council Minutes
- 4.2. December 1, 2017, Special Meeting of Council Minutes
- 4.3. December 6, 2017, Special Meeting of Council Minutes

**RESOLUTION #227/17**

Councillor Gammana moved to adopt the Minutes of the November 29, 2017, Regular Meeting of Council, the Minutes of the December 1, 2017, Special Meeting of Council, and the Minutes of the December 6, 2017, Special Meeting of Council, as presented.

**CARRIED**

**5.0 Delegations / Administrative Updates**

5.1. Women in Leadership Mentees

- Holy Trinity Academy  
The Holy Trinity Academy mentees from the Women in Leadership Program, Naomi Wright, Avery Gramlich, Rebecca Mier, and Elizabeth Lemerme, shared their experiences from the Program.
- Frank Maddock High School  
The Frank Maddock High School mentees from the Women in Leadership Program, Kaylie Townsend, Julie Huber, and Julia Flett, shared their experiences from the Program.

5.2. Early Childhood Development Centre

Ms. Taylor informed Council of two members of the Early Childhood Development Centre staff, Ms. Kayla Nicholls, and Ms. Janella Rodriguez, who received the Award of Excellence for Child Development Professionals, from the Province of Alberta.

5.3. Fire Services – Presentation of Medals

Mr. Mark Smith, Member of the Legislative Assembly, Drayton Valley – Devon, presented the Alberta Emergency Services Medal to Lt. Kent Fuson, for 12 years of service and the Alberta Emergency Services Bar to Fire Fighter Murray Frank and Fire Chief Tom Thomson for 22 years of services.

5.4. November RCMP Stats –Sgt. Matthews

Sgt. Matthews provided a detailed report on the activity of the Drayton Valley RCMP Detachment for November of 2017.

**6.0 Decision Items**

***Mayor Doerksen stepped down as Chair for Item 6.1 calling on Deputy Mayor Wheeler to Chair the proceedings at 9:42 a.m.***

6.1. Council Remuneration Policy C-01-00

**RESOLUTION #228/17**

Mayor Doerksen moved that Council approve the amendments to Council Remuneration Policy as follows:

1. Clause 1 amend to reflect a rollback of 1.96% for monthly fixed honorariums;
2. Clause 2 amend to reflect a rollback of 1.96% for meeting fees;

3. Clause 7 amend to reflect a reduction of 25% for each Councillor's travel and subsistence/conference and Councillor development budget; and
4. Clause 7 amend to reflect a reduction of 60% for the Mayor's travel and subsistence/conferences and Councillor development budget.

**CARRIED**

***Mayor Doerksen resumed Chairing the Meeting at 9:45 a.m.***

6.2. Town of Drayton Valley 2018 Interim Fee Schedule  
***Councillor Peebles declared a Pecuniary Interest with Item 6.2.1 and exited the meeting at 9:45 a.m.***

6.2.1. 2018 Total Works Fitness Centre Fee Schedule

**RESOLUTION #229/17**

Deputy Mayor Wheeler moved that Council approve the 2018 Interim Total Works Fitness Centre Fee Schedule, as presented At Table.

**CARRIED**

***Councillor Peebles returned to the meeting at 9:47 a.m.***

6.2.2. 2018 Interim Fee Schedule

**RESOLUTION #230/17**

Councillor Ballas moved that Council approve the 2018 Interim Fee Schedule, as presented.

**CARRIED**

6.3. 2018 Interim Budget

***Councillor Gammana declared a Pecuniary Interest with Item 6.3.1 and exited the meeting at 9:57 a.m.***

6.3.1. Public Health and Welfare Element

**RESOLUTION #231/17**

Councillor Butz moved that Council approve the Proposed 2018 Interim Operating Budget for Public Health and Welfare as presented for the Town of Drayton Valley with:

Operating Revenues	1,655,334
Operating expenditures	<u>2,151,919</u>
Net Deficit	<u>\$496,585</u>

**CARRIED**

***Councillor Gammana returned to the meeting at 10:00 a.m.***

6.3.2. Parks and Recreation Element

***Councillor Peebles declared a Pecuniary Interest with Item 6.3.2 and exited the meeting at 10:00 a.m.***

**RESOLUTION #232/17**

Councillor Butz moved that Council approve the Proposed 2018 Interim Operating Budget for Parks and Recreation as presented for the Town of Drayton Valley with:

Operating Revenues	2,461,641
Operating expenditures	<u>3,942,328</u>
Net Deficit	<u>\$1,480,687</u>

**CARRIED**

***Councillor Peebles returned to the meeting at 10:02 a.m.***

6.3.3. General Operations and Capital Budget

**RESOLUTION #232/17**

Councillor Gammana moved that Council approve the Proposed 2018 Interim Operating and Capital Budgets as presented for the Town of Drayton Valley with:

Operating Revenues	14,923,736
Taxes (net of school and senior requisition)	<u>11,686,640</u>
Total Revenue	<u>\$26,610,376</u>

Operating expenditures	21,669,462
Debt repayment	956,800
Transfers to reserves	<u>3,984,114</u>
Total Expenditures	<u>\$26,610,376</u>

Capital expenditures and financing	<u>\$6,366,564</u>
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**CARRIED**

6.4. Automated Traffic Enforcement Fund Allocation Policy A-4-14

**RESOLUTION #233/17**

Councillor Ballas moved that Council rescind the Automated Traffic Enforcement Fund Allocation Policy A-04-14.

**CARRIED**

6.5. Water and Sewer Rates

**RESOLUTION #234/17**

Councillor Peebles moved that Council amend the implementation period of the full-cost utility rate setting approach, as set out by Resolution 029/17 on February 1, 2017, to occur over a three (3) year period.

**CARRIED**

6.6. Terms of Reference to Establish Internal Committees

- Sustainability Committee
- Budget and Asset Management Committee

**RESOLUTION #235/17**

Councillor Dodds moved that Council approve the Terms of Reference for the Internal Sustainability Committee, as presented.

**CARRIED**

**RESOLUTION #236/17**

Councillor Dodds moved that Council approve the Terms of Reference for the Internal Budget and Asset Management Committee, as presented.

**CARRIED**

6.7. Economic Development Committee Bylaw 2017/14/C

**RESOLUTION #237/17**

Deputy Mayor Wheeler moved that Council give First Reading to the proposed Economic Development Committee Bylaw 2017/14/C, as presented.

**CARRIED**

**RESOLUTION #238/17**

Councillor Gammana moved that Council give Second Reading to the proposed Economic Development Committee Bylaw 2017/14/C, as presented;

**CARRIED**

**RESOLUTION #239/17**

Councillor Butz moved that Council consider giving Third and Final Reading to the proposed Economic Development Committee Bylaw 2017/14/C, as presented; and

**CARRIED**

**RESOLUTION #240/17**

Councillor Wheeler moved that Council give Third and Final Reading to the proposed Economic Development Committee Bylaw 2017/14/C, as presented.

**CARRIED**

6.8. WinterFest Addition to Town Insurance

**RESOLUTION #241/17**

Councillor Dodds moved that the Town of Drayton Valley accepts and endorses the WinterFest as a community event to be included under the Town's insurance coverage. This would limit costs associated with Special Event Insurance which would otherwise be required.

**CARRIED**

***Mayor Doerksen called a break in the meeting at 10:40 a.m.***

***Mayor Doerksen reconvened the meeting at 10:53 a.m.***

**7.0 Department Reports**

7.1. Engineering and Development

Ms. Wrigglesworth provided Council with a report on the Engineering and Development Department.

7.2. Community Services and FCSS

Ms. Driessen provided Council with a detailed report on the Community Services Department.

7.3. Emergency Services

Fire Chief Thomson provided Council with a detailed report on the Emergency Services Department.

7.4. CAO Report

Mr. Dibben provided Council with a detailed report on meetings attended and an update on the Disaster Recovery Program application.

**8.0 Council Reports**

8.1. Councillor Ballas

- December 4 – Drayton Valley Community Foundation
- December 5 – Joint Council Strategy Meeting with Brazeau County

**Regular Meeting of Council  
Minutes of December 20, 2017  
Page 6 of 7**

8.2. Councillor Peebles

- November 29 – Hemp Holiday Social
- December 1 – Open House on Rural Crime, organized by Mr. Jim Eglinski, Member of Parliament, Yellowhead
- December 4 – Child Development Professional Award Presentation
- December 5 – Joint Council Strategy Meeting with Brazeau County
- December 6 – Economic Development Committee Meeting
- December 8 – Budget and Asset Management Committee Meeting
- December 12 – Budget Deliberations

8.3. Councillor Dodds

- November 30 – Pembina Area Synergy Meeting
- December 5 – Joint Council Strategy Meeting with Brazeau County
- December 6 – Sustainability Committee Meeting
- December 6 – Economic Development Committee Meeting
- November 30, December 8, December 18 – 60<sup>th</sup> Anniversary Ad-Hoc Committee Meetings

8.4. Councillor Gammana

- November 29 – Hemp Holiday Social
- December 4 – Meeting with NorQuest College
- December 4 – Homelessness and Poverty Reduction Team Meeting
- December 5 – Joint Council Strategy Meeting with Brazeau County
- December 6 – Economic Development Committee Meeting
- November 30, December 8, December 18 – 60<sup>th</sup> Anniversary Ad-Hoc Committee Meetings
- December 8 – Budget and Asset Management Committee Meeting

8.5. Deputy Mayor Wheeler

- Aurora Elementary School Waste Presentation

8.6. Councillor Butz

- December 1 – Brazeau Foundation
- December 8 – Budget and Asset Management Committee Meeting
- December 11 – Drayton Valley and District Family and Community Support Services

8.7. Mayor Doerksen

- November 29 – Hemp Holiday Social
- December 5 – Joint Council Strategy Meeting with Brazeau County
- Federation of Canadian Municipalities has confirmed that the Town will be partnered with Jinotega, Nicaragua. The first mission will be in late February of 2018.

**9.0 Information Items**

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9.1 Traffic Advisory Committee Meeting Notes – October 24, 2017

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9.2 Drayton Valley Legacy Project – November 9, 2017

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9.3 Childcare Operational Board Minutes – September 28, 2017

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9.4 Drayton Valley Brazeau County Fire Services – November 2017 Stats

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9.5 RCMP Stats – November 2017

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**RESOLUTION #242/17**

Deputy Mayor Wheeler moved that Council accept the above items as information.

**CARRIED**

**10.0 Adjournment**

Mayor Doerksen adjourned the meeting at 11:31 a.m.

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MAYOR

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CHIEF ADMINISTRATIVE OFFICER

DRAFT

RECEIVED  
21 Nov 2017



# Town of Drayton Valley Delegation Request Form

Name(s): THOMAS (TOM) HINDERKS  
Organization: DRAYTON VALLEY HOSPITALITY & TOURISM AUTHORITY  
Contact Number: 780-54-8134 Contact E-mail: ed.drhta@gmail.com  
Mailing Address: BOX 5407 DRAYTON VALLEY A.B.

Meeting you would like to attend as a Delegation (please check all that apply)\*:

- Council Meeting
- Governance & Priorities Committee Meeting
- Special Meeting/Presentation
- Administration Meeting

\* Request must be received a minimum of TWO WEEKS prior to the meeting being requested for; please refer to the Meeting Schedule for dates

Reason for Requesting Delegation:

(Information only, request for funding, concern, etc)

TO PROVIDE INFORMATION TO COUNCIL ON  
DIRECTION, PLANNING AND ACTIONS OF DUNTA.

Additional Information Provided

*Please list the information you attached or included with your delegation request:*

Please indicate any preference you have for meeting:

NOVEMBER 29, 2017  
DECEMBER 20, 2017



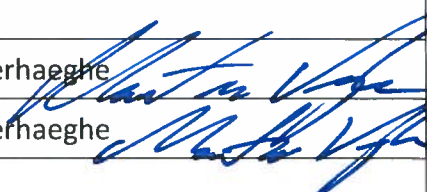
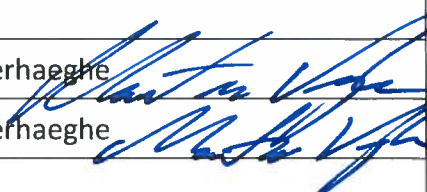
Please submit your request by:

Fax: 780.542.5753

E-mail:

admin-support@draytonvalley.ca

In person: 5120-52 ST

	<b>BRAZEAU COUNTY</b> <b>REQUEST FOR JOINT COUNCIL DECISION – Brazeau County and Town of Drayton Valley</b>		
SUBJECT:	Alberta Community Partnership Grant Funding for ICF Negotiation		
DATE TO COUNCIL:	January 16, 2018		
SUBMITTED BY:	Director of Planning & Development, Martino Verhaeghe 		
ENDORSED BY:	Director of Planning & Development, Martino Verhaeghe 		
REVIEWED BY CAO:			
FILE NO:	17M-026		
Report/Document	Attached <input checked="" type="checkbox"/>	Available <input type="checkbox"/>	Nil <input type="checkbox"/>

This report is also being submitted for review at the Town Council meeting on January 17, 2018.

### **RECOMMENDED ACTIONS:**

That Council endorse participation in an Alberta Community Partnership (ACP) grant application for resources to be used in preparation and negotiation of the Intermunicipal Collaboration Framework (ICF) between Brazeau County and the Town of Drayton Valley.

#### **1. TOPIC DEFINED**

##### **Executive Summary/Key Issue(s)/Concepts Defined:**

The ACP grant program offers funding to provide support to municipalities for building relations and cooperative processes between municipalities. Projects eligible for grant funding include Intermunicipal Development Plans (IDPs) and ICF negotiations to assist with the cost of a third party facilitator when reviewing service agreements pertaining to ICFs and IDPs. Brazeau County and the Town of Drayton Valley have begun updating the existing IDP and will be required to complete an ICF by April 2020. An ICF is an agreement that addresses transportation, water and wastewater, solid waste, emergency services, recreation and other municipal services. ICFs also need to address intermunicipal land-use planning and how servicing will support development, as well as regional service delivery and funding. An ICF is not complete unless municipalities have also adopted an IDP.

Since the IDP is currently being addressed and discusses many components that will influence the ICF agreement, it would be valuable to take advantage of this funding opportunity and begin the ICF project alongside the IDP update. Brazeau County would apply to receive \$50,000 to be used towards half of the total project costs. If successful in receiving the grant, it is conditional upon the municipalities contributing the remaining project costs, which would require (up to) \$25,000 from the County and \$25,000 from the Town. The application deadline is February 1, 2018 and must be submitted with supporting Council resolutions from the County and Town.

**Relevant Policy:**

*Municipal Government Act (MGA).*

**Strategic Relevance:**

The related sections of the MGA pertaining to ICFs will come into force April 1, 2018. ICFs will then be required to be in place by April 1, 2020 (within two years of coming into force), or a mandatory arbitration process will be initiated by the Province. Since the IDP between the Town and County is currently being reviewed, it is valuable to take advantage of this funding opportunity and begin the ICF project alongside the IDP update as the two interrelate. Securing the funds does not mean they must be used, but they are available should costs be incurred.

**RESPONSE OPTIONS**

Option	Analysis
a. That Council endorses participation in an Alberta Community Partnership (ACP) grant application for resources to be used in preparation and negotiation of the Intermunicipal Collaboration Framework (ICF) between Brazeau County and the Town of Drayton Valley	<ul style="list-style-type: none"> <li>- Administration will prepare and submit the application for the ACP grant program.</li> <li>- Grant funds will be matched by each community, the County as the initiating organization will invoice Drayton Valley for their portions of any future costs.</li> </ul>
b. That Council does not participate in an Alberta Community Partnership (ACP) grant application for resources to be used in preparation and negotiation of the Intermunicipal Collaboration Framework (ICF) between Brazeau County and the Town of Drayton Valley.	<ul style="list-style-type: none"> <li>- The application will not be submitted and funding opportunity will be lost.</li> <li>- County funds will be used for the ICFs.</li> </ul>
c. That Council requires more information.	<ul style="list-style-type: none"> <li>- Defer/table request.</li> <li>- Deadline for application may be missed.</li> </ul>

**Preferred Strategy/Outcome:**

Option a. - That Council endorses participation in an Alberta Community Partnership (ACP) grant application for resources to be used in preparation and negotiation of the Intermunicipal Collaboration Framework (ICF) between Brazeau County and the Town of Drayton Valley.

**2. IMPLICATIONS OF RECOMMENDATIONS****Organizational:**

County Planning & Development will submit an application on behalf of Brazeau County and the Town of Drayton Valley as the IDP forms part of the future ICF between the County and Town.

**Financial:**

If successful in receiving the grant, and should it be fully utilized, \$25,000 from each community would be used to match the grant. The 2018 County budget has allocated \$20,000 for ICF

preparation and the specific amount budgeted for the Town has not been identified, but the grant would allow for this process to extend to the latest legislated date (April 2020). As an ICF is a mandatory process these costs will be incurred by both communities regardless of the grant funding, but it will allow for any such costs to be halved if incurred.

**Attachments:**

Appendix A: Draft ACP Grant Funding Application Form

The personal information provided on this form or on any attachments is required to administer the Alberta Community Partnership (ACP) program. This personal information is collected under the authority of section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act and will be managed in accordance with the privacy provisions under the FOIP Act. If your ACP application is approved, your name, the grant program and the grant amount may be published by the Government of Alberta as authorized under section 40(1)(b) and (f) of the FOIP Act. Should you have any questions about the collection, use or disclosure of this information, please contact the Grant Program Delivery Unit at 780-422-7125, or by e-mail at [acp.grants@gov.ab.ca](mailto:acp.grants@gov.ab.ca), or write the Director of Grant Program Delivery, Alberta Municipal Affairs, 15th Floor, Commerce Place, 10155 - 102 Street, Edmonton, Alberta T5J 4L4.

**INSTRUCTIONS:** This form is for applicants to the Alberta Community Partnership (ACP) program. By checking the box next to the component you wish to apply for below, the form will only show the application questions relevant to that component. Applicants should first familiarize themselves with the ACP guidelines, available [here](#).

### Applicant Information

Legal Name of Entity:

Brazeau County

Contact Name, Title:

Martino Verhaeghe, Director of Planning and Development

Mailing Address (street address, city, province, postal code):

Box 77 - 7401 Twp Rd 494, Drayton Valley, AB T7Z 1R1

E-mail Address:

mverhaeghe@brazeau.ab.ca

Phone Number:

+1 (780) 542-2667

### Grant Component

Select *one* program component for your project application. Refer to the ACP Guidelines for eligibility details.

#### Regional Collaboration

- Intermunicipal Collaboration  
 Municipal Restructuring

#### Capacity Building

- Mediation and Cooperative Processes  
 Municipal Internship

### Project Title

Choose a concise title for your project.

(maximum 100 characters)

Brazeau County/Town of Drayton Valley Intermunicipal Collaboration Framework

### Project Time Line

Project Start Date:

or



Project will commence upon receipt of ACP funds.

Project Completion Date:

Apr 1, 2020

## Mediation and Cooperative Processes

### CONTACT MUNICIPAL DISPUTE RESOLUTION SERVICES STAFF PRIOR TO COMPLETING THE APPLICATION

1. Select one funding stream and indicate the estimated project cost.

Note: Mediation stream grants may be used towards one-third of total project costs.  
 Cooperative Processes stream grants may be used towards half of total project costs.  
**Applicant cost-share contributions are required for the remaining project costs.**  
 See Schedule 3 of the ACP guidelines for further information.

		Grant Request
Mediation	<input type="checkbox"/> Up to \$15,000	<input style="width: 100px; height: 20px;" type="text"/>
Cooperative Processes	<input type="checkbox"/> Protocol Development up to \$50,000	<input style="width: 100px; height: 20px;" type="text"/>
	<input type="checkbox"/> Protocol Implementation up to \$30,000	<input style="width: 100px; height: 20px;" type="text"/>
	<input checked="" type="checkbox"/> Intermunicipal Collaboration Framework Negotiation (\$15,000 to \$50,000)	<input style="width: 100px; height: 20px; text-align: center; value: \$50,000;" type="text"/>

2. (a) Will you be collaborating with another municipality or organization?  Yes  No

(b) If yes, provide the names of the eligible municipalities/organizations with whom you are collaborating. Applicant must be an eligible entity, however, other project participants may include: boards, government agencies, First Nations, regional authorities, and commissions.

Brazeau County will be collaborating with the Town of Drayton Valley.

(c) If collaborating, briefly describe the nature of the collaboration between the participating parties.  
 If not collaborating, briefly describe the nature of the relationship within your municipality.

Brazeau County and the Town of Drayton Valley are currently undergoing a review of the joint Intermunicipal Development Plan (IDP). The Brazeau County/Drayton Valley region encompasses approximately 15,000 residents. Servicing this region requires collaboration between the Town and County, which has resulted in a number of regional services such as water, sewer, stormwater, recreation facilities, trails and paths, schools, social services, policing and fire. While there are existing servicing agreements between the County and Town, many of them are outdated and will require an update during the Intermunicipal Collaboration Framework (ICF) negotiations. In addition to the complexity of these servicing agreements, there are outstanding planning concerns and fringe issues between the County and Town. Currently, there is no clear direction on how several major sewer, water, stormwater and road infrastructure upgrades and expansions between the County and Town will proceed. The completion of an ICF would provide greater certainty on future service delivery in the Brazeau County/Drayton Valley region.

3. (a) Provide a brief description of your mediation or cooperative project.

Please also describe:

- the urgency of the project; and
- the barriers that keep you from successfully completing your project without external assistance.

The requirement for all municipalities to adopt ICFs with each municipality they share a common border with comes into force on April 1, 2018. ICFs must be in place by April 2020. Brazeau County and the Town of Drayton Valley are currently updating their IDP and the need to review and update many servicing agreements will occur. Since an ICF is not complete unless

municipalities have also adopted an IDP, the two documents coincide. Currently, the County and Town rely on the Municipal Government Board dispute resolution process to address intermunicipal conflict, resulting in costly mediation or conflict being left unresolved. Receiving funding for ICF negotiation would allow the County and Town to negotiate a local dispute resolution process to provide successful outcomes for regional planning and service agreements as required by the ICF regulations. In addition, the recent municipal election in October 2017 provides an opportunity for both new Councils to commit to the completion of an ICF and its collaborative process. In our experience a third party facilitator would assist in the ICF negotiations and allow for local resolution of these matters. Since both municipalities are beginning the update of the IDP, and the ICF and IDP are dependant upon one another, this provides an opportunity to address both projects at the same time with appropriate funding and support.

(b) What do you hope to achieve by the end of the project?

By the end of this project, Brazeau County and the Town of Drayton Valley hope to adopt an ICF approved by both municipalities. Successful completion of an ICF will also build relations and cooperative processes between the County and Town, provide agreed upon servicing agreements and a joint long term plan for development and growth of the fringe area of the Town and County. Since an ICF is not complete without an IDP in place, we also hope to achieve an IDP adopted by both municipalities, which will set out an effective dispute resolution process supported by the County and Town.

## Application Checklist

4. I confirm that I have:

- Contacted Municipal Dispute Resolution Services staff for assistance in completing the application;
- Sent or attached a letter from my municipality's Chief Elected Official to the Minister of Municipal Affairs, describing the nature of the issue and requesting provincial government support; or, attached or will forward a copy of council resolutions from all participating municipalities confirming their involvement in the project; and
- Completed all sections of the application form.



## Application Certification

- I certify that all information contained within this application to the Alberta Community Partnership program is true and correct and that all Alberta Community Partnership program funds will be used in accordance with the Alberta Community Partnership Grant Program Guidelines. I certify that the grant will be applied in the year(s) and manner described within this application should it be accepted by the Minister of Alberta Municipal Affairs.

Martino Verhaeghe, Director of Planning and Development, Brazeau County

Print Name, Title  
 Duly-Authorized Signing Officer

Signature  
 Duly-Authorized Signing Officer

Date

## Submission

Submit the completed grant application via mail, fax or email to one of the coordinates below. Please save a copy for your records.

**Mailing Address:**

Municipal Affairs  
 Grants and Education Property Tax  
 Grant Program Delivery Unit  
 15th Floor, 10155 - 102 Street  
 Edmonton AB T5J 4L4

**Fax:**

780-422-9133

**E-mail:**

[acp.grants@gov.ab.ca](mailto:acp.grants@gov.ab.ca)

Print a Copy to Mail or Fax

Submit by Email

Save a Working Copy

Reset All Fields

## Useful Resources

Alberta Community Partnership guidelines and application form:

<http://www.municipalaffairs.alberta.ca/alberta-community-partnership>

Municipal Internship:

<http://www.municipalaffairs.gov.ab.ca/ms/internship/>

Collaborative Governance Initiative:

[http://www.municipalaffairs.alberta.ca/mdrs\\_collaboration](http://www.municipalaffairs.alberta.ca/mdrs_collaboration)

Mediation Services for Municipalities:

<http://www.municipalaffairs.alberta.ca/mdrs>

Municipal Grants Web Portal:





<http://www.municipalaffairs.alberta.ca/municipalgrants>

**E-mail:**

[acp.grants@gov.ab.ca](mailto:acp.grants@gov.ab.ca)

**Contact Phone:**

For Mediation and Cooperative Processes, Municipal Internship, or Municipal Restructuring component inquiries:  
 780-427-2225 (dial 310-0000 first for toll-free calling).

	<b>BRAZEAU COUNTY</b> <b>REQUEST FOR JOINT COUNCIL DECISION – Brazeau County and Town of Drayton Valley</b>		
<b>SUBJECT:</b>	IDP Council Advisory Committee Appointment		
<b>DATE TO COUNCIL:</b>	January 16, 2018		
<b>SUBMITTED BY:</b>	Acting Director of Planning & Development, Jessica Karpo 		
<b>ENDORSED BY:</b>	Acting Director of Planning & Development, Jessica Karpo 		
<b>REVIEWED BY CAO:</b>			
<b>FILE NO:</b>	18A-002		
<b>Report/Document</b>	Attached <input type="checkbox"/>	Available <input type="checkbox"/>	Nil <input checked="" type="checkbox"/>

### **RECOMMENDED ACTIONS:**

That Council appoint two members of Council to the Brazeau County and Town of Drayton Valley Intermunicipal Development Plan Council Advisory Committee.

#### **1. TOPIC DEFINED**

##### **Executive Summary/Key Issue(s)/Concepts Defined:**

An Intermunicipal Development Plan (IDP) informs a shared vision for development in the Town and County to leverage the combined assets of a community governed by both municipalities. The current IDP was adopted shortly after the Town annexation and needs review due to legislative changes and growth which occurred in both jurisdictions.

Brazeau County and the Town of Drayton Valley must complete an Intermunicipal Collaboration Framework (ICF) by April 2020 or risk significant impacts to their municipal autonomy imposed by the Province of Alberta. An ICF requires an appended IDP in order to be deemed complete; both grant funding and a consultant have been acquired to proceed with this project. The project grant allows 18 months to complete the project, but the scope is anticipated to be completed in 6-8 months. The project charter anticipate regular communications and meetings between respective elected officials, the consultants (McElhanney Consulting Services Ltd), and the project manager (M. Verhaeghe).

The first meeting of the Council Advisory Committee is organized for January 22, 2018 from 8:30 – 10:30. Council must appoint 2 Councilors to participate on their behalf in the Advisory Committee. This is deemed to be a council committee and each municipality will be responsible for remuneration to their Council representatives. The chair for the Council Advisory Committee is the project manager representing the administrative technical committee.

**Relevant Policy:**

N/A

**Strategic Relevance:**

Appointing Council members from both the County and Town to this Advisory Committee ensures both municipalities are committed to this project and its collaborative process. This allows for direction from both groups of elected on milestone decisions around public engagement or future land use options explored during the planning process.

**2. RESPONSE OPTIONS**

Option	Analysis
a. That Council appoint two members of Council to the Brazeau County and Town of Drayton Valley IDP Council Advisory Committee.	- Appointed Councillors will attend the January 22, 2018 meeting from 8:30 – 10:30.
b. Council decides not to participate in an IDP Council Advisory Committee.	<ul style="list-style-type: none"> <li>- The Council Advisory Committee will not be formed.</li> <li>- The IDP will be prepared by the administrative technical committee and consultants.</li> <li>- A complete plan will be presented to both Councils for adoption once drafted.</li> </ul>
c. Council requires more information.	<ul style="list-style-type: none"> <li>- Defer/table request.</li> <li>- Project initiation delayed.</li> </ul>

**Preferred Strategy/Outcome:**

Option a. – That Council appoint two members of Council to the Brazeau County and Town of Drayton Valley IDP Council Advisory Committee.

**3. IMPLICATIONS OF RECOMMENDATIONS****Organizational:**

The IDP Council Advisory Committee ensures there is a tie between the project consultants, the project manager and the elected officials. The advisory committee will discuss different strategic options and can communication with their respective Council members and help to determine how public input is included in the draft and final plan. The Council Advisory Committee will not be responsible for advocacy, media or public engagement directly.

**Financial:**

This committee would be considered a committee of Council and remuneration would be provided by the respective municipalities.



**Attachments:**


N/A



## COUNCIL REQUEST FOR DECISION

<b>SUBJECT:</b>	<b>Donation to Brazeau Foundation</b>
<b>MEETING DATE:</b>	January 17, 2018
<b>SUBMITTED BY:</b>	Administration on Behalf of Council
<b>PROPOSAL AND BACKGROUND:</b>	
<p>Council received the attached letter, dated December 19, 2017, from Brazeau County, advising of a vehicle donation to Brazeau Foundation. This correspondence requests that the Town give consideration to contributing towards the donation.</p> <p>The Town of Drayton Valley recognizes there are non-profit organizations that host community events to raise funds or require donations for worthwhile projects, programs, or services. In an effort to support these organizations, the Town may provide grants to assist with the hosting of community events and initiatives through the “Grants to Community Organizations” Account. Should Council determine to extend a donation to the Brazeau Foundation this same Account could be utilized.</p>	
<b>OPTIONS AND ALTERNATIVES, WITH ANALYSIS:</b>	
<p>A. Provide funding to Brazeau Foundation in support of the donation of a vehicle.</p> <p>B. Decline the funding request to Brazeau County in support of the vehicle donation.</p>	
<b>POTENTIAL MOTIONS:</b>	
<p>A. That Council provide funding to Brazeau Foundation in support of the donation of a vehicle, not to exceed the amount of \$_____, from the Grants to Community Organizations account.</p> <p>B. That Council decline the funding request from Brazeau County for the donation of a vehicle to the Brazeau Foundation.</p>	
<b>ATTACHMENTS:</b>	
<p><u>Attachment 1</u>: December 19, 2017, Letter from Brazeau County</p>	

Report Prepared By:		Report Reviewed By:	
			
Name:	Rita Bijeau	Name:	Pam Livingston
Title:	Executive Assistant	Title:	Director of Corporate Services

Report Routed to Council By:




# Brazeau County

7401 – Twp Rd 494, P.O. Box 77, Drayton Valley, Alberta T7A-1R1  
PHONE: (780) 542-7777 - FAX: (780) 542-7770  
www.brazeau.ab.ca

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Dec 22/17 RB  
cc Dwight

December 19, 2017

Mayor Michael Doerksen  
Town of Drayton Valley  
5120 – 52 St, Box 6837  
Drayton Valley, AB T7A 1A1

Dear Mayor Doerksen,

## **RE: DONATION OF VEHICLE TO BRAZEAU SENIORS FOUNDATION**

I am writing to inform you that Brazeau County will donate a 2007 Dodge 2500 pickup truck with newly installed tires (current value \$8,000) to the Brazeau Seniors Foundation. As per the discussion at our joint meeting, it our understanding that the Town expressed interest in participating in this donation.

Before the truck is delivered to the Seniors Foundation, we would like to confirm whether the Town will contribute, and invite you to participate in the photo opportunity once the delivery is made.

Please contact Acting Director of Community Services Wanda Compton at 780-542-7777 to coordinate contributions and dates for the photo opportunity.

Sincerely,

FOIP Act; RSA 2000; Chapter F-25; section 16(1), FOIP Act; RSA 2000; Chapter F-25; section 17(1) & (4)

*Bart Guyon*  
Reeve

BG/km

## COUNCIL REQUEST FOR DECISION

<b>SUBJECT:</b>	<b>Pembina Nordic Education and Interpretive Centre</b>
<b>MEETING DATE:</b>	January 17, 2018
<b>SUBMITTED BY:</b>	Annette Driessen, Director of Community Services

### PROPOSAL AND BACKGROUND:

The Pembina Nordic Ski Club, in cooperation with the Rotary Club of Drayton Valley, has submitted a request to the Town of Drayton Valley for financial assistance to establish an Outdoor Education and Event Centre within the boundaries of the Eagle Point Provincial Park. The facility will provide an indoor venue, with modern facilities and educational tools, in an area of the Park that offers opportunity for abundant, natural, outdoor education program experiences. The Centre will be a key asset for the Eagle Point-Blue Rapids Parks Council's environmental education program delivery.

The capital budget for the establishment of the Centre is estimated at \$601,513.00. The Pembina Nordic Ski Club applied for and received Community Facility Enhancement Program (CFEP) funding. Confirmed sources of funding include:

• CFEP Funding	\$125,000.00
• Brazeau County	\$ 52,500.00
• Rotary Club of Drayton Valley	\$120,000.00
• Loadstar Enterprises	\$ 20,000.00
• Pembina Nordic Ski Club	<u>\$ 13,000.00</u>
Total	\$330,500.00

The Club is requesting \$52,500 from the Town of Drayton Valley. The Town of Drayton Valley and Brazeau County received the original funding request in the fall of 2016. Brazeau County Council passed Resolution 1583/16 during its meeting on November 28, 2016, to provide funding for the project in the amount up to \$52,500.00. As the Club's presentation to the Town's Governance and Priorities Committee Meeting was received following the Town's 2017 budget deliberations, the Club was advised this funding request would be deferred to the 2018 Capital Budget process.

Administration prepared the 2018 Interim Capital Budget with an allowance of \$50,000 in consideration of this initiative within the General Parks allocation.

### BUDGET / RESOURCE IMPLICATIONS:

The 2018 Interim Capital Budget includes the appropriate allowance should this request be endorsed by Town Council.

**LINKAGE TO MUNICIPAL POLICIES, PLANS, OR ESTABLISHED PRIORITIES:**

The Pembina Nordic Ski Club's initiative supports a variety of goals and/or strategies identified within the Town's Community Sustainability Plan, specifically:

GOAL: Recreational facilities and programs are available and accessible for all.

ACTION: Expand recreational opportunities through partnering with local user groups.

GOAL: Wildlife and biodiversity are protected and conserved

ACTION: Continue to support the EPBR Parks Council to promote the importance of natural features and engage the community in nature exploration/discovery.

**FOLLOW-UP ACTION (PUBLIC ENGAGEMENT, COMMUNICATIONS STRATEGY, AND IMPLEMENTATION):**

Following Council's decision Council will notify the Pembina Nordic Ski Club of the decision.

**POTENTIAL MOTIONS:**

1. That Council approve financial assistance to the Pembina Nordic Ski Club in the amount of \$52,500 for the development of the outdoor Education and Event Centre.
2. That Council deny funding to the Pembina Nordic Ski Club for the development of the outdoor Education and Event Centre.
3. That Council direct administration to obtain further information from the Pembina Nordic Ski Club for future consideration.

**ATTACHMENTS:**

Attachment 1: Proposal and Goals Package

Report Prepared By:

*Cora Appley*

Report Approved By:

*[Signature]*

Name:

Title:

Name:

Title:

Report Routed to Council By:



## Item A

### **Pembina Nordic Ski Club and Eagle Point Blue Rapids Parks Council Purpose and Goals**

Pembina Nordic Ski Club (PNSC) promotes lifelong participation in cross-country skiing and other non-motorized outdoor recreational activities. We maintain and groom approximately 25 km of high quality Nordic ski trails through scenic forested terrain in Eagle Point Provincial Park. We also maintain a network of single-track trails for non-skiing use. We operate our trails year-round and also support cycling, hiking, walking, and running trail users, as well as a host of environmental education and nature awareness programs.

#### Goals:

- to encourage children, youth and adults to participate in outdoor pursuits to gain health benefits through interactions with nature and through movement (skiing, hiking, biking)
- to enhance the opportunity for youth and adult ski instruction/lessons
- to continue in the development of the cross ski trails to be second to none in the province
- to host competitive athletic events, regional and provincial, in running, skiing and cycling.

Our operating partner organization for weekday use of the Centre, Eagle Point Blue Rapids Parks Council (EPBRPC), is a non-profit group responsible for the planning, funding and management of the Eagle Point Provincial Park and the Blue Rapids Provincial Recreational Area in partnership with Alberta Parks. EPBRPC brings a strong and broad based local community perspective and education programming focus to the operations of the parks, including this facility.

The mission of the EPBRPC is “to enhance the Eagle Point Provincial Park and the Blue Rapids Provincial Recreation Area by working collaboratively with our partners to implement an innovative approach to park planning, funding and management for the benefits and public enjoyment of current and future generations.”

#### Goals:

- to ensure sound land-use planning and management of Eagle Point Provincial Park and Blue Rapids Provincial Recreation Area for recreation and environmental protection in the public interest, while accommodating existing recreational lease holders and co-existing with existing industrial activity already permitted in the area;
- to enhance quality of life for local residents and for all Albertans, by providing a diverse range of high quality outdoor recreational opportunities and services and adequately protected green spaces and natural landscapes;

- to contribute to regional economic development, help diversify the local economy and facilitate the growth of a vibrant and sustainable tourism industry;
- to facilitate an effective collaboration between local municipalities, volunteer-based recreation and service organizations and Alberta Parks in the planning, funding, and delivery of Alberta’s environmental protection and outdoor recreational goals for protected areas;
- to deliver a diverse experiential environmental education program to enhance environmental awareness while addressing curriculum outcomes;
- to instill a love for the outdoors and appreciation for the wild places in their own “backyard;”
- to receive donations and raise funds; and build, purchase, lease or otherwise acquire equipment, buildings or leaseholder improvements; and support and mobilize volunteers or hire staff or enter into such other contracts or service agreements as may be necessary from time to time to achieve the objects of the Council.

## Item B

### **Eagle Point (Rotary – Pembina Nordic ) Outdoor Education & Events Centre**

#### **Summary:**

**Pembina Nordic Ski Club working with the Rotary Club, and the Eagle Point Blue Rapids Parks Council will design, fundraise for, build, and operate a two storey expanded chalet building and outdoor education centre also designed for staging larger races and events.**

**The lower level of the building will have a dedicated spaces for ski waxing or bike prep that will double as a second outdoor education classroom space, as well as a rental ski equipment storage room and a garage scaled for grooming snowmachine and trail gear storage and repair. The upper level will have a main chalet lunch room public space during weekends that will serve as the primary outdoor education classroom space during the week days. It will also have an office for teacher use and for PNSC club use and race event operations, along with two washrooms and a storage room.**

#### **Purpose and Use:**

- **OUTDOOR EDUCATION CENTRE:** Main use will be to provide year round outdoor and environmental education program day-use facility located in an ideal location in the heart of Eagle Point Provincial Park for informal youth programs and services, school educational programs and services, and some adult programs
  - Eagle Point Blue Rapids Parks Council (EPBRPC) already has a reasonably successful outdoor and environmental education program serving 1600 or more youth per year but it is limited by the lack of adequate on-site classroom and learning space, washroom facilities, storage and office which this facility is designed to provide. This facility would allow expansion of the education program to pursue learners from communities across the region.
  - Current users seeking better facilities and expanded programming include:
    - Elementary, junior and senior high school teachers offering field trips and outdoor learning experiences for science, phys-ed, environmental studies, survival, leadership and related curricula
    - Scouts, Guides, Cadets, 4H, Junior Forest Wardens, etc
    - Home school parents, Youth Groups and Church-based youth programs
- **EVENTS CENTRE:** Another main use will be to host major outdoor summer and winter recreational and trail events including the Annual Eagle Point Loppet, Alberta Cup Nordic races; Annual Bears Trail Run; regional and provincial mountain bike and trail cycling events; high school and club cross-country running events; geocaching and orienteering events; and other snow-shoe – winter carnival – outdoor focussed activity events

- TRAIL & STAGING AREA CHALET: Third primary use will be for a weekend public chalet and lunch / warm-up facility for weekend and evening users of the provincial class trail system that supports X-C skiing, cycling, walking, running, hiking, and nature enjoyment – with a higher calibre, more handicapped friendly and slightly less “rustic” or “primitive” facility than currently exists
- Other Important secondary uses will include a wilderness based but nearby and accessible rental facility that offers:
  - an excellent and affordable non-profit local venue to corporate and government bodies seeking an outdoor oriented and, away from the office location for retreats, planning sessions, training sessions, or team-building
  - Outdoor nature based and highly scenic facility for private or family functions

**Description:**

- Wood frame partial timber frame building with steel roof, 1728 sq ft main floor (54’ x 32’)
- Grade beam on piles and concrete slab floor for full useable basement level opening out on grade to south and east sides and accessibility access – no stairs or ramp required
- Additional 400 sq ft covered deck and event observation and staging area on east “stadium” side and west side front entrance porch and deck with accessibility ramp
- Two large public activity / classroom / workshop / events spaces - one on each floor
- Other rooms include:
  - Multi-purpose office and educator work space, two washrooms, furniture and equipment storage space upstairs to maximize ease of multi-use
  - Rental / loaner ski and snowshoe storage space, trail equipment workshop, and utility room will complement the main downstairs classroom and event workroom

**Ownership and Operations:**

PNSC will own the building and continue to hold the recreational lease on which it is located. PNSC will operate the facility during the weekends and have priority use on selected weekdays required for race events or other programming on a pre-scheduled basis. The Eagle Point Blue Rapids Parks Council will operate and manage the facility during the weekdays and be responsible for all outdoor education and environmental education programming and for overall scheduling and book-keeping.

A joint building committee is being established consisting of members from PNSC, Rotary Club and the Eagle Point Blue Rapids Parks Council staff.

**Schedule of Work:**

- Secure building permits Fall 2017
- Complete design drawings and plans Winter 2018

- Ground breaking Spring 2018
- Construction complete Fall 2018

## Item C

### Grant Income received/receivables from other sources

#### Project Funding Capital Costs

Confirmed:

Rotary Club of Drayton Valley	\$120,000
Brazeau County	\$ 52,500
Loadstar Enterprises In-Kind Contribution	\$ 20,000
Pembina Nordic Ski Club (cash paid to date for design and drafting)	\$ 3,000
Pembina Nordic Ski Club (current cash in project capital reserve)	\$ 10,000
Community Facility Enhancement Program (funding request 03/17/17)	\$125,000
Total	\$330,500

Pending:

PNSC Direct Local Fundraising through fall 2018	\$ 30,513
Town of Drayton Valley (2018 budget allocation)	\$ 52,500
Alberta Environment and Parks Capital Grant	\$ 60,000
Total	\$142,500

Fundraising Required:

Corporate Cash Donation-pending as per fundraising plan	\$ 78,000
Corporate In-Kind Contributions-pending as per fundraising plan	\$ 50,000
Total	\$ 128,000
Project Total	\$601,513

## **Item F**

### **Outdoor Education and Events Centre – Operating Plan**

The Eagle Point Blue Rapids Parks Council (EPBR) is partnering with the Pembina Nordic Ski Club (Pembina Nordic) to operate the proposed Rotary-Pembina Nordic Outdoor Education and Events Centre (The Centre). The operating plan for The Centre is based on a model of non-conflicting, complementary use of the facility. EPBR will have primary operating responsibility on weekdays, with a focus on education program delivery. Pembina Nordic will focus on operating the facility for sporting events and club use, which will occur primarily on weekends and in the evenings. The following section outlines key roles and responsibilities for the partner organizations.

#### **Roles and Responsibilities**

##### Eagle Point Blue Rapids Parks Council:

- Development and delivery of educational programming
- Operation of The Centre on weekdays
- Facility and educational program promotion and marketing, with a regional and provincial focus
- Coordination and scheduling of facility bookings
- Provide input and review facility operation and maintenance plans, and operating budget

##### Pembina Nordic:

- Holds the land base through an existing 25 year renewable recreational facilities lease in Eagle Point Provincial Park
- Owns the building asset, coordinates operation of the building with EPBR Parks Council
- Operates the facility for ski club and other sporting events and some weekend use
- Prepare facility operation and maintenance plans and operating budget with EPBR input

## Operating Budget

<b>Annual Operating Expense</b>			
	months	\$ / mon	annual
Insurance			\$3,500
Power	12	\$90	\$1,080
Propane	8	\$250	\$2,000
Minor Maintenance & Repairs	12	\$200	\$2,400
Telecom & Security System	12	\$125	\$1,500
Core Janitorial & Cleaning - contracted	12	\$400	\$4,800
Core Scheduling and Admin. - contracted	12	\$200	\$2,400
Contingency			\$2,000
Book-keeping & Reporting ( <i>EPBRPC and PNSC core</i> )			n/c
			<b>\$19,680</b>

<b>Annual Operating Revenue</b>	
	annual
EPBRPC - outdoor education program operating contribution	\$7,500
Pembina Nordic ski club - events revenue contribution (2 x 1500)	\$3,000
Pembina Nordic Ski Club - Facility Winter Operating cost contribution	\$4,500
Facility Rental Revenue - Workshops & Corporate (min. 6 x \$400)	\$2,400
Facility Rental Revenue - Private Functions ( min. 8 x \$300 )	\$2,400
Operating Grants - not assumed at this time	\$-
Corporate donations - available but not assumed at this time	\$-
	<b>\$19,800</b>

### Note:

- Striving for a balanced budget in first year of operations, with increases of 10% in facility rentals in year two (workshops, corporate and private functions) with an additional 10% in facility rentals for year three.



**Eagle Point (Rotary - Pembina Nordic) Outdoor Education & Events Centre**  
**Capital Budget**  
**Item G**

*updated: June 15, 2017*

<b>Capital Costs</b>	
<b>Building Construction</b>	
<b>(as per quotation from Loadstar Enterprises - March 13, 2017</b>	
<b>- less 50% GST rebate)</b>	
Furnishings & Appliances	\$ 425,251
HVAC - upgrades as per permit requirements	\$ 20,000
Security & Telecom	\$ 7,500
	\$ 5,000
	<b>\$ 457,751</b>
<b>Services &amp; Landscaping</b>	
Water Well (as per quotation from Darcy's Drilling Services Ltd. - Mar. 14, 2017)	\$ 19,875
Septic System (as per quotation from Red's Landscaping & Construcion - Jun. 15, 2017)	\$ 15,000
Power Service (as per contractor unit extrapolation on poles and wire unit costs)	\$ 26,250
Landscaping and Gravel (as per quotation from Red's Landscaping & Construction - Jun. 15, 2017)	\$ 5,000
Caretaker RV Pad & Services	\$ 17,500
	<b>\$ 83,625</b>
<b>Subtotal</b>	<b>\$ 541,376</b>
Contingency to accommodate price changes due to delayed start	\$ 54,138
<b>Total</b>	<b>\$ 595,513</b>
<b>Design and Drafting, Permits &amp; Approvals</b>	
<i>additional cash contribution and in kind by Pembina Nordic Ski Club</i>	<b>\$ 6,000</b>
	<b>\$ 601,513</b>

<b>Project Funding (Capital)</b>	
<b>Confirmed</b>	
Rotary Club of Drayton Valley	\$ 120,000
Brazeau County	\$ 52,500
Loadstar Enterprises - In-Kind Contribution - Confirmed	\$ 20,000
Pembina Nordic Ski Club - cash paid to-date for design and drafting	\$ 3,000
Pembina Nordic Ski Club - current cash in project capital reserve March 13,	\$ 10,000
Community Facility Enhancement Program - funding request March 15,	\$ 125,000
	<b>\$ 330,500</b>
<b>Pending</b>	
PNSC Direct Local Fundraising Through Fall 2018	\$ 30,513
Town of Drayton Valley - 2018 budget allocation	\$ 52,500
Alberta Parks Facilities Grant	\$ 60,000
	<b>\$ 143,013</b>
<b>Fundraising Required</b>	
Corporate Cash Donations - pending as per fundraising plan	\$ 78,000
Corporate In-Kind Contributions - pending as per fundraising plan	\$ 50,000
	<b>\$ 128,000</b>
	<b>\$ 601,513</b>

## Eagle Point (Rotary - Pembina Nordic) Outdoor Education & Events Centre Operating Budget

*Updated: March 13, 2016*

### Annual Operating Expense

	months	\$ / mon	annual
Insurance			\$ 3,500
Power	12	\$ 90	\$ 1,080
Propane	8	\$ 250	\$ 2,000
Minor Maintenance & Repairs	12	\$ 200	\$ 2,400
Telecom & Security System	12	\$ 125	\$ 1,500
Core Janitorial & Cleaning - contracted	12	\$ 400	\$ 4,800
Core Scheduling and Admin. - contracted	12	\$ 200	\$ 2,400
Contingency			\$ 2,000
Book-keeping & Reporting ( <i>EPBRPC and PNSC core</i> )			n/c
			<b><u>\$ 19,680</u></b>

### Annual Operating Revenue

	annual
EPBRPC - outdoor education program operating contribution	\$ 7,500
Pembina Nordic ski club - events revenue contribution (2 x 1500)	\$ 3,000
Pembina Nordic Ski Club - Facility Winter Operating cost contribution	\$ 4,500
Facility Rental Revenue - Workshops & Corporate (min. 8 x \$400)	\$ 3,200
Facility Rental Revenue - Private Functions ( min. 8 x \$300 )	\$ 2,400
Operating Grants - not assumed at this time	\$ -
Corporate donations - available but not assumed at this time	\$ -
	<b><u>\$ 20,600</u></b>



## COUNCIL REQUEST FOR DECISION

<b>SUBJECT:</b>	Town of Drayton Valley Special Event Insurance
<b>MEETING DATE:</b>	January 17, 2018
<b>SUBMITTED BY:</b>	Annette Driessen, Director of Community Services

### PROPOSAL AND BACKGROUND:

The Town of Drayton Valley annual hosts several community events. These events require “Special Event Insurance” as such, create additional costs for the organizers, be they Town or external organizers. The Town’s insurer has agreed to recognize events which are endorsed by Resolution of Council under the Town’s insurance policy with the exception of activities which are considered “high risk”. Organizers of “high-risk” events are then required to provide a certificate of commercial General Liability Coverage for a minimum of \$2 Million naming the “Town of Drayton Valley” as an “additional insured” as well as all other applicable documentation.

The following are upcoming events which Administration is requesting Council’s consideration for endorsement as events to be included under the Town’s insurance policy for the 2018 calendar year:

a) Family Day Event – February 19, 2018

This event, held at the Aspen Waste Management facility, provides free family entertainment, food, and refreshments for attendees. Activities include:

- tobogganing;
- horse and wagon rides;
- photo booth;
- face painting;
- cookie decorating;
- snowman building;
- BBQ;
- meet and greet with a sled dog team; and
- fire truck on site.

The sled dog and the horse and wagon ride activities are classified as high risk and the vendors are required to include the Town of Drayton Valley as an additional insured party on their coverage, as these items are uninsurable through our coverage.

b) Annual Drayton Valley Triathlon – May 12, 2018

The Annual Drayton Valley Triathlon brings in approximately 200 participants, which enhances tourism and our local economy. This event is for people of all ages and encourages individuals or teams to participate, thereby supporting the importance of physical and mental health for everyone.

c) Canada Day Festivities – July 1, 2018

This event provides affordable family-friendly entertainment for attendees, including:

- balloon artists
- face painters;
- photo booth;
- caricature artist;
- multicultural information fair;
- Aboriginal dancers;
- carnival games;
- hi-striker (test your strength);
- stage performances/entertainment;
- BBQ;
- fireworks;
- inflatables
- Thunder Car Club Show and Shine; and
- popcorn, cotton candy, slurpees and sno cones.

The planned inflatable and fireworks activities are classified as high risk and the vendors are required to include the Town of Drayton Valley as an additional insured on their coverage, as these items are uninsurable through our coverage.

### **OPTIONS AND ALTERNATIVES, WITH ANALYSIS:**

- a) That Council endorse the above-listed Town of Drayton Valley special events as insured events of the municipality. This would eliminate the costs associated with purchasing special event insurance, which would otherwise be required.
- b) That Council not endorse the above-listed Town of Drayton Valley special events as insured events of the municipality. As a result, the Organizers would be required to acquire their own special event insurance at their cost.
- c) That Council direct Administration to obtain further information on one or more of the above-listed Town of Drayton Valley special events.

### **BUDGET / RESOURCE IMPLICATIONS:**

There is no budgetary impact for the Town if Council endorses the Town of Drayton Valley special events as insured events of the municipality. Should Council not endorse these special events, the Organizers would be required to purchase special event insurance.

### **RECOMMENDATION:**

That Council consider endorsing the above listed Town of Drayton Valley special events as insured events of the municipality.

### **LINKAGE TO MUNICIPAL POLICIES, PLANS, OR ESTABLISHED PRIORITIES:**

These events reflect the objectives of the Social Development Plan.

The Social Development Plan, through its objectives, sets out to:

- support individual abilities by encouraging citizen engagement;
- use the power of local organizations, including service clubs and private enterprises;
- make the most of non-traditional assets such as parks, green spaces, and community pride;

- build resilience in the community; and
- improve the community's quality of life.



Each of these events serves to foster one or more of the above goals.

**POTENTIAL MOTIONS:**


1. That Council endorse the Family Day Event, February 19, 2018; Drayton Valley Triathlon, May 12, 2018; Canada Day Festivities, July 1, 2018, as insured activities of the municipality.
2. That Council not endorse the above-listed Town of Drayton Valley special events as insured activities of the municipality.
3. That Council direct Administration to obtain further information on one or more of the above listed Town of Drayton Valley special events.

**MOTION REQUESTED:**

I move that Council endorse the Family Day Event, February 19, 2018; Drayton Valley Triathlon, May 12, 2018; Canada Day Festivities, July 1, 2018, as insured activities of the municipality.

Report Prepared By:		Report Approved By:	
			
Name:	Cora Appleby	Name:	Annette Driessen
Title:	Administrative Assistant	Title:	Director of Community Services

Report Routed to Council By:



## COUNCIL REQUEST FOR DECISION

<b>SUBJECT:</b>	<b>Mayor's Advisory Council Appointments</b>
<b>MEETING DATE:</b>	January 17, 2018
<b>SUBMITTED BY:</b>	Administration on behalf of Council
<b>PROPOSAL AND BACKGROUND:</b>	
<p>Town Bylaw 2011/18/B requires that the Mayor's Advisory Council consist of thirteen (13) members who shall be appointed by Resolution of Town Council for either a two or three-year term. Advisory Council members include representation from the Town, County, Ministerial Association, youth (individuals up to age 21), seniors (individuals age 55+), and the Mayor and Deputy Mayor. When vacancies occur, applicants for the Advisory Council must meet the criteria stated within Bylaw 2011/18/B, including place of residence and age category.</p> <p>Currently four (4) positions for Community members-at-large, the Ministerial Association, and senior representative are filled until October 31, 2018; as such, there are seven (7) vacancies, one of which is designated as a youth representative. The vacancies were advertised in the Drayton Valley Western Review and through the Town's website and social media. An application for the re-appointment of Ms. Wendy Snow and three (3) new applications have been received from Ms. Laura Delesalle, Ms. Susan Madill, Mr. Kevin Laiss and are attached for Council's review and information.</p>	
<b>OPTIONS AND ALTERNATIVES, WITH ANALYSIS:</b>	
<p>A. Appoint members to the Advisory Council. These appointments, for a two-year period, would then expire on October 31, 2019. This allows for the continued operations of the Mayor's Advisory Council.</p> <p>B. Direct Administration to re-advertise all, or some, of the positions on the Mayor's Advisory Council. A delay in appointments may impact the Advisory Council's ability to meet, as per the Bylaw, quorum of the Advisory Council consists of a majority.</p>	
<b>BUDGET / RESOURCE IMPLICATIONS:</b>	
<p>The honorariums paid to Board members are considered within the departmental budgets. Accordingly, there are no additional budgetary implications</p>	

**FOLLOW-UP ACTION (PUBLIC ENGAGEMENT, COMMUNICATIONS STRATEGY, AND IMPLEMENTATION):**



Applicants will be notified of Council's decision and new members will begin their term as of January 17, 2018

**POTENTIAL MOTIONS:**


- A. That Council appoint \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ as community members-at-large to the Mayor's Advisory Council for a two-year term commencing January 17, 2018, and ending October 31, 2019.
- B. Direct Administration to re-advertise one or all of the positions for the Mayor's Advisory Council.

**ATTACHMENTS:**

- Attachment 1: Ms. Laura Delesalle
- Attachment 2: Mr. Kevin Laiss
- Attachment 3: Ms. Susan Madill
- Attachment 4: Ms. Wendy Snow
- Attachment 5: Mayor's Advisory Council Bylaw 2011/18/B

Report Prepared By:		Report Reviewed By:	
			
Name:	Rita Bijeau	Name:	Pam Livingston
Title:	Executive Assistant	Title:	Director of Corporate Services

Report Routed to Council By:



DRAYTON VALLEY



**TOWN OF DRAYTON VALLEY**

**Application for Board/Committee Membership**

FOIP Act, RSA 2000: Chapter F-25; section 17(1) & (4)

NAME: Laura Delesalle PHONE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_  
 STREET ADDRESS: \_\_\_\_\_  
 E-MAIL ADDRESS: \_\_\_\_\_

OCCUPATION: Accountant

I AM INTERESTED IN (SELECT ONE):

<input type="checkbox"/> 1 Year Term	<input type="checkbox"/> 2 Year Term
<input type="checkbox"/> 3 Year Term	<input checked="" type="checkbox"/> No Preference

SOME BOARDS/COMMITTEES HAVE SPECIFIC POSITIONS FOR CERTAIN DEMOGRAPHICS, PLEASE ANSWER THE FOLLOWING:

AGE:

<input type="checkbox"/> Under 21	<input checked="" type="checkbox"/> 21-35	<input type="checkbox"/> 35-55	<input type="checkbox"/> Over 55
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MUNICIPALITY OF RESIDENCE:

<input checked="" type="checkbox"/> Town of Drayton Valley	<input type="checkbox"/> Brazeau County	<input type="checkbox"/> Other(Please State): _____
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**BOARD/COMMITTEE MEMBERSHIP APPLIED FOR: (Please Choose)**

<input type="checkbox"/> Aquatic Fund Development Strategy Committee	<input type="checkbox"/> Brazeau Seniors Foundation
<input type="checkbox"/> Childcare Operational Board	<input type="checkbox"/> Drayton Valley Municipal Library Board
<input type="checkbox"/> Family and Community Support Services (FCSS) Advisory Board	<input checked="" type="checkbox"/> Mayor's Advisory Committee
<input type="checkbox"/> Subdivision and Development Appeal Board	<input type="checkbox"/> Traffic Advisory Committee
<input type="checkbox"/> Other: (Please state) _____	

I hereby give permission to have my name stand for other vacant positions on Town of Drayton Valley Boards or Committees, should I not be selected to serve on this Board or Committee.

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**RELATED EXPERIENCE AND QUALIFICATIONS:**

Volunteered on boards in town - Drayton Valley Rinkette, DVSC  
Volunteer with Community Volunteer Income Tax Program (CVITA)

**BRIEFLY STATE YOUR REASONS FOR APPLYING FOR MEMBERSHIP:**

Looking to help form the future vision of the town.

**OTHER PERTINENT INFORMATION:**

Will you be able to attend all regular meetings and attend to matters which may require allocation of personal time?

YES  NO

**PLEASE PROVIDE TWO (2) LETTERS OF REFERENCE.**

FOIP Act, RSA 2000, Chapter F-25, section 17(1) & (4)

**SIGNATURE:**

**DATE:** Dec 11 2017

Please return the completed form marked

**ATTENTION: Administration Department**

In Person 5120-52 Street, Drayton Valley  
Mail Box 6837, Drayton Valley, AB, T7A 1A1  
E-mail admin-support@draytonvalley.ca

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Leanne Matsalla

FOIP Act; RSA 2000; Chapter F-25; section 18(1)

December 12, 2017

To whom it may concern;

I am writing to recommend Laura Delesalle for a position on the Mayor's Advisory Committee.

I have known Laura for just over two years now, as a co-worker and a friend. She has been part of this community for a number of years, with her husband and two boys keeping themselves busy volunteering and taking part in our community's numerous activities. She keeps herself up to date with the town council policies, Financials and planning's. For this reason she would be an excellent choice to serve on the Mayor's Advisory Committee

Yours Truly

FOIP Act; RSA 2000; Chapter F-25; section 17(1) & (4)

Leanne Matsalla

December 12, 2017

Cindy Trudgian

FOIP Act; RSA 2000; Chapter F-25; section 17(1) & (4)

To Whom it may Concern

I would like to recommend Laura Delesalle to serve on the Mayor's Advisory Committee. I feel she is a worthy candidate who would bring excellent impute to the committee. Laura enjoys staying up-to-date on Council meetings and has an interest in the Town. Laura has roots in the community and is involved in activities within the town. I see qualities in Laura that would make her an excellent candidate for this committee.

Sincerely,

FOIP Act; RSA 2000; Chapter F-25; section 17(1) & (4)

Cindy Trudgian

RECEIVED  
Dec 13/17 MB

## TOWN OF DRAYTON VALLEY

### Application for Board/Committee Membership

NAME: KEVIN LAISS PHONE: \_\_\_\_\_ FOIP Act; RSA 2000; Chapter F-25; section 17(1) & (4)

MAILING ADDRESS: \_\_\_\_\_ FOIP Act; RSA 2000; Chapter F-25; section 17(1) & (4)

STREET ADDRESS: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

OCCUPATION: SURVEYOR

I AM INTERESTED IN (SELECT ONE):

- 1 Year Term       2 Year Term  
 3 Year Term       No Preference

SOME BOARDS/COMMITTEES HAVE SPECIFIC POSITIONS FOR CERTAIN DEMOGRAPHICS, PLEASE ANSWER THE FOLLOWING:

AGE:       Under 21       21-35       35-55       Over 55

MUNICIPALITY OF RESIDENCE:       Town of Drayton Valley       Brazeau County       Other(Please State):

BOARD/COMMITTEE MEMBERSHIP APPLIED FOR: (Please Choose)

- |                          |   |                                     |  |
|--------------------------|---|-------------------------------------|--|
| <input type="checkbox"/> | Aquatic Fund Development Strategy Committee                 | <input type="checkbox"/>            | Brazeau Seniors Foundation             |
| <input type="checkbox"/> | Childcare Operational Board                                 | <input type="checkbox"/>            | Drayton Valley Municipal Library Board |
| <input type="checkbox"/> | Family and Community Support Services (FCSS) Advisory Board | <input checked="" type="checkbox"/> | Mayor's Advisory Committee             |
| <input type="checkbox"/> | Subdivision and Development Appeal Board                    | <input type="checkbox"/>            | Traffic Advisory Committee             |
| <input type="checkbox"/> | Other: (Please state)                                       |                                     |  |

I hereby give permission to have my name stand for other vacant positions on Town of Drayton Valley Boards or Committees, should I not be selected to serve on this Board or Committee.



**RELATED EXPERIENCE AND QUALIFICATIONS:**

CHAIRERD MANY BOARDS, CSTC, DVHSF, ASSMT AND MANY PTA'S. COACH OF SOCCAR, BADMINTON, HOCKEY, BASEBALL AND T BALL. DEALING WITH POLICIES ALL THROUGHOUT MY CAREER. SAFETY, H/R, WORK FLOW AND GOVERNMENT

**BRIEFLY STATE YOUR REASONS FOR APPLYING FOR MEMBERSHIP:**

WENT TO SCHOOL IN D.V., RAISED BOTH MY KIDS IN D.V. RUN A BUSINESS FOR YEARS. STILL VERY INTERESTED IN THE TOWN'S FUTURE AND POSSIBILITIES.

**OTHER PERTINENT INFORMATION:**

OWNER / OPERATOR OF A SMALL SURVEY FIRM IN THE D.V AREA FOR OVER 25 YEARS. SURVEYED MORE OF THE TOWN'S PROPERTY LINES AND INFRASTRUCTURE THEN ANY OTHER PERSON, I KNOW THE TOWN OF DRAYTON VALLEY VERY WELL.

Will you be able to attend all regular meetings and attend to matters which may require allocation of personal time?

YES  NO

**PLEASE PROVIDE TWO (2) LETTERS OF REFERENCE.**

FOIP Act, RSA 2000, Chapter F-25, section 17(1) & (4)

TOO FOLLOW / THANKS

SIGNATURE: \_\_\_\_\_

DATE: Dec 12, 2017

Please return the completed form marked

**ATTENTION: Administration Department**  
In Person 5120-52 Street, Drayton Valley  
Mail Box 6837, Drayton Valley, AB, T7A 1A1  
E-mail admin-support@draytonvalley.ca

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**To Whom It May Concern.**

I am writing to propose Kevin Laiss for the position of County resident on the Town of Drayton Valley's Mayoral Advisory Committee.

Kevin Laiss has been a resident in the Drayton Valley/Brazeau County area for 27 years. He has been an owner/ operator of the well respected business Baseline Geomatics since 1991. Because of this work, he has an integral understanding of the greater area and it's internal dynamics.

He has played major roles in the Health Service Foundation for 10 years, 6 of those years as chair. He was with the Community Foundation for 20 years, and also numerous Parent Teacher Associations as his daughters went through various schools in the community.

I believe Kevin would be a great asset to the Mayor in an advisory capacity when considering decisions that need to be made for the betterment of the Drayton Valley area.

Marc Gressler  
Deputy Reeve  
Brazeau County Council



December 18, 2017

Letter of Reference for Mr. Kevin Laiss

Dear Sir/Madam:

Re: Drayton Valley, Alberta Mayor's Advisory Council.

---

It is with great pleasure that I would like to recommend Mr. Kevin Laiss for a position on the Drayton Valley Mayor's Advisory Council. Mr. Laiss has significant business and volunteer experience in the community of Drayton Valley and over the years he has proven to be an excellent leader, corporate citizen and a terrific asset to our community.

**Professional:** I first met Mr. Laiss over 15 years ago when my law practice interacted with his surveying business. Over the years we have had multiple files together and in that time, Mr. Laiss has always been professional, dependable, honest and a pleasure to work with. I am also aware that Mr. Laiss ran a successful surveying business in Drayton Valley for many years, employing members of our community and assisting many individuals and businesses with their surveying needs. Mr. Laiss is a leader in this field and can always be counted on to assist in any way he can.

**Volunteer:** I can also attest to the commitments that Mr. Laiss has made to our community volunteering. As a member of the Board of the Community Scholarship Trust Society, I can confirm that Mr. Laiss has been an active member of the Board for 20 + years and is one of the longest members of our board, joining only a few years after the Society began. Mr. Laiss has devoted countless hours helping the students of our community by raising funds for scholarships and sitting as president of the organization for a number of years. Mr. Laiss has literally devoted hundreds of hours to this Society in an effort to assist our students with their post-secondary pursuits and dreams.

**Personally:** I have known Mr. Laiss personally for over 15 years and in that time he has proven himself to be a devoted, honest and caring family man and friend. I know his wife Cynthia and their daughters and together they are a family that any town would be delighted to call members of their community.

It is with great pleasure that I would highly recommend Mr. Laiss to the Mayor's Advisory Council. Should you have any questions or concerns in this regard please feel free to contact me at the number or address as listed below.

Yours very truly,  
Sabine & Webb LLP

FOIP Act: RSA 2000, Chapter F-25, section 17(1) & (4)

Colin B. Webb  
Lawyer



RECEIVED  
Dec 21/17 RB

# TOWN OF DRAYTON VALLEY

## Application for Board/Committee Membership

NAME: Gusan Madull PHONE: \_\_\_\_\_  
FOIP Act; RSA 2000; Chapter F-25; section 17(1) & (4)

MAILING ADDRESS: \_\_\_\_\_  
FOIP Act; RSA 2000; Chapter F-25; section 17(1) & (4)

STREET ADDRESS: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

OCCUPATION: EA WRSD #66

I AM INTERESTED IN (SELECT ONE):

- 1 Year Term
- 3 Year Term
- 2 Year Term
- No Preference

### SOME BOARDS/COMMITTEES HAVE SPECIFIC POSITIONS FOR CERTAIN DEMOGRAPHICS, PLEASE ANSWER THE FOLLOWING:

AGE:

- Under 21
- 21-35
- 35-55
- Over 55

MUNICIPALITY OF RESIDENCE:

- Town of Drayton Valley
- Brazeau County
- Other(Please State):

### BOARD/COMMITTEE MEMBERSHIP APPLIED FOR: (Please Choose)

- |  |   |
|--|---|
| <input type="checkbox"/> Aquatic Fund Development Strategy Committee                 | <input type="checkbox"/> Brazeau Seniors Foundation             |
| <input type="checkbox"/> Childcare Operational Board                                 | <input type="checkbox"/> Drayton Valley Municipal Library Board |
| <input type="checkbox"/> Family and Community Support Services (FCSS) Advisory Board | <input checked="" type="checkbox"/> Mayor's Advisory Committee  |
| <input type="checkbox"/> Subdivision and Development Appeal Board                    | <input type="checkbox"/> Traffic Advisory Committee             |
| <input type="checkbox"/> Other: (Please state)                                       |   |

I hereby give permission to have my name stand for other vacant positions on Town of Drayton Valley Boards or Committees, should I not be selected to serve on this Board or Committee.

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**RELATED EXPERIENCE AND QUALIFICATIONS:**

- candidate for Municipal Election
- board member with Pembina
- board member with Aurora PAC
- board member DV Tri
- Volunteer for many organization in Drayton valley

**BRIEFLY STATE YOUR REASONS FOR APPLYING FOR MEMBERSHIP:**

- I wish to be part of the direction and vision of the town of Drayton Valley

**OTHER PERTINENT INFORMATION:**

I have lived in many communities over the past years. I have taken a special interest in communities that have had to diversify and move in a new direction

Will you be able to attend all regular meetings and attend to matters which may require allocation of personal time?

YES     NO

**PLEASE PROVIDE TWO (2) LETTERS OF REFERENCE.**

FOIP Act; RSA 2000; Chapter F-25; section 17(1) & (4)

**SIGNATURE:**

**DATE:** Dec 12 2017

Please return the completed form marked

**ATTENTION: Administration Department**  
 In Person    5120-52 Street, Drayton Valley  
 Mail            Box 6837, Drayton Valley, AB, T7A 1A1  
 E-mail         admin-support@draytonvalley.ca

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December 11, 2017

Re: Applicant for Mayor's Advisory Committee – Sue Madill

TO WHOM IT MAY CONCERN:

I have been asked to provide a Letter of Reference for my friend, Sue Madill in regard to her application for the Mayor's Advisory Committee appointment. I have known Sue for the past ten years and believe that she would do an exemplary job in this regard. Her recent venture in running for Town Council has increased her desire to find a way to serve her community. She has been an avid volunteer for many of the Town's athletic functions as well as being a prolific contributor to her children's extra-curricular school activities. Her work as a part-time aide at school exposes her to numerous people and their concerns about what is happening in the Town. Sue and her family are adventurous travellers and I believe this is what gives her an insight into communities and how they thrive. She is focused and hardworking with respect to any project that she undertakes. I believe Sue would be an inspiring and dedicated representative of the public and would be able to translate the ideas from her community to the satisfaction of the Mayor. She is a great team player and would contribute much to the Mayor's Advisory Committee. Drayton Valley is fortunate to have people like her who are willing to give of their time and effort to create a Town that is responsive and caring towards its citizens.

FOIP Act; RSA 2000; Chapter F-25; section 17(1) & (4)

Regards,  
Judy Deol

December 4 2017

To whom it may concern,

I have known Sue Madill for many years and I can attest to her devotion and commitment to the well being of The Town of Drayton Valley. Sue Madill has been an enthusiastic volunteer for several local organizations and I can tell you first hand that she is a valuable contributor to the annual DV100 cycling event.

Sue most recently, heard the concerns of the Drayton Valley citizens as she knocked on hundreds of doors during her campaign to run for our local Town Council. It is my belief that Sue listens and she cares.

Sue Madill is a person of integrity with a strong work ethic, I would recommend her to any organization or employer.

Michael Ferrey

RECEIVED  
Dec 21/17 RB



# TOWN OF DRAYTON VALLEY

## Application for Board/Committee Membership

NAME: Wendy Snow PHONE: \_\_\_\_\_ FOIP Act; RSA 2000; Chapter F-25; section 17(1) & (4)

MAILING ADDRESS: FOIP Act; RSA 2000; Chapter F-25; section 17(1) & (4) \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

OCCUPATION: Constituency Assistant

I AM INTERESTED IN (SELECT ONE):

- 1 Year Term
- 2 Year Term
- 3 Year Term
- No Preference

### SOME BOARDS/COMMITTEES HAVE SPECIFIC POSITIONS FOR CERTAIN DEMOGRAPHICS, PLEASE ANSWER THE FOLLOWING:

AGE:  Under 21  21-35  35-55  Over 55

### MUNICIPALITY OF RESIDENCE:

Town of Drayton Valley  Brazeau County  Other(Please State):

### BOARD/COMMITTEE MEMBERSHIP APPLIED FOR: (Please Choose)

- |  |   |
|--|---|
| <input type="checkbox"/> Aquatic Fund Development Strategy Committee                 | <input type="checkbox"/> Brazeau Seniors Foundation             |
| <input type="checkbox"/> Childcare Operational Board                                 | <input type="checkbox"/> Drayton Valley Municipal Library Board |
| <input type="checkbox"/> Family and Community Support Services (FCSS) Advisory Board | <input checked="" type="checkbox"/> Mayor's Advisory Committee  |
| <input type="checkbox"/> Subdivision and Development Appeal Board                    | <input type="checkbox"/> Traffic Advisory Committee             |
| <input type="checkbox"/> Other: (Please state)                                       |   |

I hereby give permission to have my name stand for other vacant positions on Town of Drayton Valley Boards or Committees, should I not be selected to serve on this Board or Committee.

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DRAYTON VALLEY

**RELATED EXPERIENCE AND QUALIFICATIONS:**

I have previous experience serving on the Mayor's Advisory Committee as well as numerous other community boards such as Communities in Bloom, Drayton Valley Minor Hockey, School Council for 4 local schools.

**BRIEFLY STATE YOUR REASONS FOR APPLYING FOR MEMBERSHIP:**

In my position at the constituency office I receive a lot of feedback from local citizens about many local issues and can bring those to the attention of the Mayor's Advisory Committee.

**OTHER PERTINENT INFORMATION:**

I am very community minded, work well with others and would love to work towards the betterment of the Drayton Valley community and its citizens.

Will you be able to attend all regular meetings and attend to matters which may require allocation of personal time?

YES  NO

**PLEASE PROVIDE TWO (2) LETTERS OF REFERENCE.**

FOIP Act; RSA 2000; Chapter F-25; section 17(1) & (4)

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

Please return the completed form marked

**ATTENTION: Administration Department**

In Person 5120-52 Street, Drayton Valley  
 Mail Box 6837, Drayton Valley, AB, T7A 1A1  
 E-mail admin-support@draytonvalley.ca

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LEGISLATIVE ASSEMBLY  
ALBERTA

To Who It May Concern,

Mrs. Wendy Snow has asked for a letter of reference in her application to sit on the Mayor's Advisory Board and I am very happy to do so.

I have known Wendy for many years and for the past 2 ½ years she has been my office manager in my constituency office in Drayton Valley. Wendy is a conscientious, hardworking office manager that has gone above and beyond in serving my constituents. She is a self-starter and problem solver. Every day she must try and get the organs of the Alberta government to work on behalf of my constituents. That is not an easy job but she does it with grace and tenacity and is almost always successful in helping my constituents.

I have found that one of the best indicators of a person's character is their willingness to volunteer. Wendy has volunteered for many organizations. This is evidenced by her involvement at All Saints Anglican Church to her volunteering on the Parent Advisory Council at Frank Maddock High School. I believe that you would greatly benefit by having her on the Mayor's Advisory Board.

Wendy is a talented and energetic individual that would be an asset to this board and I would highly recommend her to you for your consideration.

Sincerely,

FOIP Act; RSA 2000; Chapter F-25; section 17(1) & (4)

Mark Smith

MLA – Drayton Valley Devon

*Jeannette Vatter*

FOIP Act; RSA 2000; Chapter F-25; section 17(1) & (4)

---

December 21, 2017

Administrative Department  
Town of Drayton Valley  
5120 52 Street  
P.O. Box 6837  
Drayton Valley AB T7A 1A1

RE: Reference for Wendy Snow – Mayor’s Advisory Committee

It is a pleasure to recommend Wendy Snow for the Mayor’s Advisory Committee for the Town Community Member at Large. Wendy is in the ideal position for this committee as she has a pulse of the community by being an assistant to MLA Mark Smith.

Wendy is involved in the community and has many interests that will be of value to the Mayor and our community in general.

As an assistant, Wendy is so helpful in answering questions, and giving information and keeping in tune with the latest information that affects our community and our Province.

I think Wendy would be a great asset to this committee and highly recommend her.

If you would like more information, please do not hesitate to contact me.

FOIP Act; RSA 2000; Chapter F-25; section 17(1) & (4)

Jeannette Vatter



## DRAYTON VALLEY

*'Pulling Together'*

### BYLAW NO. 2011/18/B

**BEING A BY-LAW OF THE TOWN OF DRAYTON VALLEY IN THE PROVINCE OF ALBERTA TO PROVIDE FOR THE ESTABLISHMENT OF A MAYOR'S ADVISORY COUNCIL AND SET FORTH THE DUTIES AND RESPONSIBILITIES OF THAT COMMITTEE.**

**WHEREAS** the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta 2000 and amendments thereto, provides for the establishment of any Board considered desirable for the purpose of managing and operating, and advising in the management and operation of, any branch or any department of the Municipality's services, and in the extension and improvement thereof;

**NOW THEREFORE**, the Council of the Town of Drayton Valley, duly assembled, hereby enacts as follows:

- There is hereby established an advisory body which shall be known as the Mayor's Advisory Council for the Town of Drayton Valley.
- The By-law shall be cited as the Mayor's Advisory Council By-law.

1. Interpretation:

- a) Town- means the Town of Drayton Valley
- b) County means Brazeau County
- c) Community means the Town of Drayton Valley and Brazeau County
- d) Advisory Council means the Mayor's Advisory Council
- e) Council means the Council of the Town of Drayton Valley
- f) Public means residents of the Town of Drayton Valley and Brazeau County
- g) Ministerial Association means member churches of the Drayton Valley Ministerial Association
- h) Seniors means individuals age 55+
- i) Youth means individuals up to age 21

2. Purpose of the Advisory Council

The purpose of the Mayor's Advisory Council is to:

- a) Provide feedback on local needs, areas of improvement and issues to be addressed by Council.
- b) Enhance communication between the Public and Council towards common goals.
- c) Provide Council with ideas to promote the community – its continued stability, growth and overall quality of life.



- d) Make recommendations for celebrations, recognition of people and events.
- e) Provide feedback on Council's decision making practices in terms of fairness and equity.

3. Composition and Appointments of the Mayor's Advisory Council

- a) The Advisory Council shall consist of representatives from the Town and area, who shall be appointed by resolution of Council for a term of two or three years terms.
- b) The representatives shall consist of 11 members from the Town, County, the Ministerial Association, the youth, the seniors; and the Mayor and Deputy Mayor.
- c) Advisory Council Members shall be selected on the basis of an active interest in the Community.
- d) All Advisory Council Members appointments are to be made/approved by Council for a term of two or three years, commencing November 1<sup>st</sup>, with the exception of the Deputy Mayor's position.
- e) Appointments/re-appointments made by Town Council shall be based on information/advice of the Council and other relevant sources.
- f) All members of the Advisory Council must live within the boundaries of the Town and/or County.
- g) Absenteeism – should a member miss three consecutive meetings, their membership will be reviewed by the Advisory Council and will be terminated by Council at their sole discretion.
- h) In the event a member of the Advisory Council resigns, the Mayor and Council will have the option to replace and/or appoint a new member to the Advisory Council to complete the vacant term.

4. Advisory Council Procedures

- a) The Mayor shall preside at the meetings, with the Deputy Mayor presiding in the absence of the Mayor.
- b) Meetings will be held four (4) times per year as set out by the Chair.
- c) The Chair can schedule additional meetings as necessary.
- d) A quorum for meetings of the Advisory Council shall consist of a majority of Advisory Council members, with recommendations being made on a consensus basis.
- e) The Recording Secretary, as designated by the Chair, shall prepare an agenda for upcoming meetings, containing items submitted by the Advisory Council members or referred by Council, and shall be circulated in advance of the meeting.
- f) Notes of all meetings shall be recorded by the Secretary and kept in the Committee Meeting Minute File of the Town.
- g) Meeting procedures shall be conducted in accordance with good meeting practices.

5. Limitations

Neither the Advisory Council, nor any of its members, shall have the power to pledge the credit of the Town in connection with any matters whatsoever, nor shall the Advisory Council or any

member thereof have any power to authorize any expenditure to be charged against the Town any of the Parties without prior approval by the Town.

**AND THAT** this bylaw shall come into force and have effect from and after the date of third reading thereof. Bylaw No. 99-03 and any Amending Bylaws are repealed upon enactment of this bylaw.

Read a first time this 14<sup>th</sup> day of Decemeber, 2011, A. D.



MAYOR



TOWN MANAGER

Read a second time this 14<sup>th</sup> day of December, 2011, A. D.

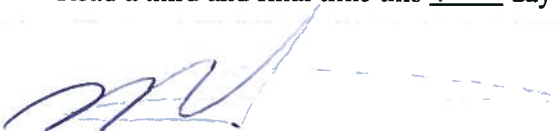


MAYOR



TOWN MANAGER

Read a third and final time this 14<sup>th</sup> day of December, 2011, A. D.



MAYOR



TOWN MANAGER



## COUNCIL REQUEST FOR DECISION

<b>SUBJECT:</b>	<b>Early Childhood Development Centre Board (Childcare Operational Board) Member Appointment</b>
<b>MEETING DATE:</b>	January 17, 2018
<b>SUBMITTED BY:</b>	Administration on Behalf of Council
<b>PROPOSAL AND BACKGROUND:</b>	
<p>Town Bylaw 2008/01/C requires that the Drayton Valley Early Childhood Development Centre Board consist of three (3) members of the Community-at-Large who shall be appointed by Resolution of Town Council for either a two (2) or three (3) year term.</p> <p>When vacancies occur, applicants for the Early Childhood Development Centre Board must meet the criteria stated in the Early Childhood Development Centre Board Bylaw 2008/01/C. As per the Bylaw, Board members are then selected on the basis of an active interest in childcare services and community development as a whole.</p> <p>A total of one (1) vacant position was advertised in the Drayton Valley Western Review and through the Town's website and social media. One (1) application was received from Mrs. Sharon MacLellan and is presented for Council's consideration.</p>	
<b>OPTIONS AND ALTERNATIVES, WITH ANALYSIS:</b>	
<p>A. Appoint Mrs. Sharon MacLellan as a Town Community-At-Large Representative for the Early Childhood Development Centre Board. This ensures that the Board maintains its ability to function with a full contingent.</p> <p>B. Direct Administration to re-advertise for the vacant position.</p>	
<b>BUDGET / RESOURCE IMPLICATIONS:</b>	
<p>The honorariums paid to Board members are considered within the departmental budget for the Early Childhood Development Centre. Accordingly, there are no additional budgetary implications.</p>	

**LINKAGE TO MUNICIPAL POLICIES, PLANS, OR ESTABLISHED PRIORITIES:**

The Early Childhood Development Centre Board engages members of the community, who serve to address childcare needs of the community, thereby strengthening vital services to the residents in our community while supporting the objectives of the Community Sustainability Plan.

**FOLLOW-UP ACTION (PUBLIC ENGAGEMENT, COMMUNICATIONS STRATEGY, AND IMPLEMENTATION):**

The applicant will be notified of Council's decisions and new members will begin their term as of January 17, 2018.

**POTENTIAL MOTIONS:**

- A. That Council appoint Mrs. Sharon MacLellan as the Town Community-At-Large Representative for the Early Childhood Development Board for a term of two (2) years commencing January 17, 2018, and ending October 31, 2019.
- B. That Council direct Administration to re-advertise the position of the Town Community-at-Large Representative for the Early Childhood Development Board.

**ATTACHMENTS:**

Attachment 1: Application of Sharon MacLellan

Attachment 2: Early Childhood Development Centre Board Bylaw 2008/01/C Office Consolidation

Report Prepared By:



Name: Sabine Larcher

Title: Administrative Assistant

Report Reviewed By:



Name: Pam Livingston

Title: Director of Corporate Services

Report Routed to Council By:





RECEIVED  
Dec 19/17 RB

# TOWN OF DRAYTON VALLEY

## Application for Board/Committee Membership

NAME: Sharon MacLellan PHONE: \_\_\_\_\_ FOIP Act; RSA 2000; Chapter F-25; section 17(1) & (4)

MAILING ADDRESS: \_\_\_\_\_ FOIP Act; RSA 2000; Chapter F-25; section 17(1) & (4)

STREET ADDRESS: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

OCCUPATION: retired

I AM INTERESTED IN (SELECT ONE):

- 1 Year Term
- 2 Year Term
- 3 Year Term
- No Preference

**SOME BOARDS/COMMITTEES HAVE SPECIFIC POSITIONS FOR CERTAIN DEMOGRAPHICS, PLEASE ANSWER THE FOLLOWING:**

AGE:

- Under 21
- 21-35
- 35-55
- Over 55

MUNICIPALITY OF RESIDENCE:

- Town of Drayton Valley
- Brazeau County
- Other(Please State): \_\_\_\_\_

**BOARD/COMMITTEE MEMBERSHIP APPLIED FOR: (Please Choose)**

- |  |   |
|--|---|
| <input type="checkbox"/> Aquatic Fund Development Strategy Committee                 | <input type="checkbox"/> Brazeau Seniors Foundation             |
| <input checked="" type="checkbox"/> Childcare Operational Board                      | <input type="checkbox"/> Drayton Valley Municipal Library Board |
| <input type="checkbox"/> Family and Community Support Services (FCSS) Advisory Board | <input type="checkbox"/> Mayor's Advisory Committee             |
| <input type="checkbox"/> Subdivision and Development Appeal Board                    | <input type="checkbox"/> Traffic Advisory Committee             |
| <input type="checkbox"/> Other: (Please state) _____                                 |   |

I hereby give permission to have my name stand for other vacant positions on Town of Drayton Valley Boards or Committees, should I not be selected to serve on this Board or Committee.

The personal information requested on this form is being collected for the purpose of assessing suitability for appointment to a Board or Committee constituted or formed by the Town of Drayton Valley. It is collected under the authority of Section 33 of the *Freedom of Information and Protection of Privacy Act*, RSA 2000, Chapter F-25, and is used exclusively and expressly for the purpose mentioned above. If you have any questions on disclosure or the use of information, please contact the FOIPP Coordinator at (780) 514-2200.



**RELATED EXPERIENCE AND QUALIFICATIONS:**

- Retired Elementary School teacher for 30+ years
- Have experience on many committees within the School System
- Hold volunteer positions with EPAC and local hospital
- I am the Volunteer Management Coordinator at St. Anthony Church.

**BRIEFLY STATE YOUR REASONS FOR APPLYING FOR MEMBERSHIP:**

I enjoy working in collaboration with others. I see children as our future and the importance of quality care for them in their formative years, as well as a safe, caring, affordable environment for parents to bring their children for care.

**OTHER PERTINENT INFORMATION:**

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Will you be able to attend all regular meetings and attend to matters which may require allocation of personal time?

YES     NO

**PLEASE PROVIDE TWO (2) LETTERS OF REFERENCE.**

FOIP Act; RSA 2000; Chapter F-25; section 17(1) & (4)

**SIGNATURE:** \_\_\_\_\_

**DATE:** Dec. 7, 2017

Please return the completed form marked

**ATTENTION: Administration Department**  
 In Person      5120-52 Street, Drayton Valley  
 Mail              Box 6837, Drayton Valley, AB, T7A 1A1  
 E-mail            admin-support@draytonvalley.ca

The personal information requested on this form is being collected for the purpose of assessing suitability for appointment to a Board or Committee constituted or formed by the Town of Drayton Valley. It is collected under the authority of Section 33 of the *Freedom of Information and Protection of Privacy Act*, RSA 2000, Chapter F-25, and is used exclusively and expressly for the purpose mentioned above. If you have any questions on disclosure or the use of information, please contact the FOIPP Coordinator at (780) 514-2200.

November 29, 2017

To whom It May Concern:

I am writing this letter to recommend Sharon MacLellan for a position on the Operating Board of the Early Childhood Development Centre. Sharon has vast experience working with children as a primary school teacher at St. Anthony's School in Drayton Valley, a position from which she has retired. She has extensive experience working with volunteers as the current Volunteer Coordinator for St. Anthony Catholic Church. I have known Sharon for many years as a colleague and friend. Her commitment to the community is obvious in all that she does.

Sharon would be a valuable addition to the Operating Board and I hope her application is successful.

Respectfully,

Marilyn Buchan

**IMPORTANT NOTICE**  
Town of Drayton Valley

**OFFICE CONSOLIDATION**  
Prepared by the Legislative Services Coordinator  
under the authority of Town Council

This document is consolidated into a single publication for the convenience of users. The official Bylaw and all amendments thereto are available from the Legislative Services Coordinator and should be consulted in interpreting and applying this Bylaw.

For ease of reference, the amending Bylaw numbers are listed with a brief description.



**Early Childhood Development Centre Board  
Bylaw No. 2008/01/C  
OFFICE CONSOLIDATION**

**Includes Amending Bylaws:**

Bylaw No.	Description	Adopted
2014/21/C	Amending Bylaw to Bylaw 2008/01/C of the Town of Drayton Valley	December 10, 2014
2016/07/C	Early Childhood Development Centre Board Amending Bylaw	October 26, 2016





**BY-LAW NO. 2008/01/C**

**ESTABLISHMENT OF THE DRAYTON VALLEY  
 EARLY CHILDHOOD DEVELOPMENT CENTRE BOARD**

Being a By-Law of the Town of Drayton Valley in the Province of Alberta to provide for the establishment of the Drayton Valley Early Childhood Development Centre Board and set forth the duties and responsibilities of that Board.

**WHEREAS** the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta 2000 and amendments thereto, provides for the establishment of any Board considered desirable for the purpose of managing and operating, and advising in the management and operation of, any branch or any department of the Municipality's services, and in the extension and improvement thereof;

**NOW THEREFORE**, the Council of the Town of Drayton Valley, duly assembled, hereby enacts as follows:

- There is hereby established, an Early Childhood Development Centre facility and program for the Town of Drayton Valley; and
- There is hereby established an Early Childhood Development Centre Board which shall be known as the Drayton Valley Childcare Board; and
- The By-Law shall be cited as the Drayton Valley Early Childhood Development Centre Board By-Law.

**1. Interpretation**

- a. Town – means the Town of Drayton Valley
- b. Board – means the Drayton Valley Childcare Board
- c. Town Council – means the Town of Drayton Valley Council
- d. Members of Community At Large – means citizens of the Town of Drayton Valley or at the discretion of Council.

**2. Purpose of the Board**

The Board shall direct the operations of the Early Childhood Development Centre based on the annual budget and policies established by the Town of Drayton Valley.

Specifically, the Board is delegated responsibility for and shall provide support and direction to the Early Childhood Development Centre Executive Director in the following areas.

In accordance with the policies set by Town Council the Board shall:

- a. Formulate the plans, priorities and procedures regarding Childcare Services with a view to the establishment of a comprehensive program.
- b. Formulate the Centre's programs to achieve the desired vision and goals of the Centre.
- c. Make recommendations to Council for the development and approval of the annual operating budget.



# DRAYTON VALLEY

*'Pulling Together'*

- d. Direct and support the coordination and administration of Childcare services within approved budgets and policies.
- e. Provide direction on and recommends to Council the policies and procedures that guide the operation of the Centre.
- f. Consult with professional groups, social agencies (public or private) or other groups as it may determine advisable.
- g. Cooperate for joint planning, with related community groups and agencies.
- h. Make recommendations to Council on policy governing grants and implementation of Town Council policy for grants and specific grant applications for the Centre and its operations.
- i. Make recommendations to Council for the level of staffing, and approval of the staff level recruitments within the approved budget.
- j. Oversee implementation of Centre procedures including registration, assessments, collaborative programs, and marketing.

### 3. Duties/Terms of Reference

The Board is a Council Committee and its function shall be governed by the Municipal Government Act being Chapter M-26 of the Revised Statutes of Alberta, 2000 and amendments thereto.

### 4. Composition of the Board

- a. The Board shall consist of four (4) members [amended by Bylaw 2014/21/C], who shall be appointed by resolution of Town Council for a two (2) or three (3) year term.
- b. Board Members shall be appointed for their terms commencing in October of each year [amended by Bylaw 2014/21/C]. The Board shall be composed of as follows:
  - i. [deleted by Bylaw 2016/07/C]
  - ii. Three (3) members of the Community-at-Large.
- c. [deleted by Bylaw 2016/07/C]
- d. Board members shall be selected on the basis of an active interest in Childcare services and community development as a whole. Board members shall have a long-term view of the full development needs of children.
- e. All Board appointments are to be made by Town Council and may be terminated by Town Council.
- f. All members of the Board must live within the boundaries of the Town or at the discretion of Council.
- g. Absenteeism – should a member miss three (3) consecutive meetings their membership will be reviewed by the Childcare Board and a recommendation may be made to Town Council to terminate a particular appointment.



# DRAYTON VALLEY

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## 5. Board Procedures

- a. Members of the Board will include an elected Chair. Board members will elect the Chair and vice-Chair.
- b. The Chair will be selected at the first meeting of the Board following the Annual Organizational Meeting of Town Council in each year.
- c. Meetings will be held every second month [amended by Bylaw 2014/21/C].
- d. The Chair can schedule additional meetings as necessitated.
- e. A quorum for regular and special meetings of the Board shall consist of a majority of voting Board members. [amended by Bylaw 2014/21/C]
- f. Board members will be reimbursed for expenses incurred on Board related business (e.g. travel, meals, etc.). Reimbursements will follow Town of Drayton Valley guidelines.
- g. The Executive Director for the Early Childhood Development Centre shall be appointed by the Town of Drayton Valley and will provide for all administrative functions of the Early Childhood Development Centre.
- h. The Executive Director shall be directly supervised by the Director of Community Services.
- i. The Recording Secretary, as designated by the Childcare Executive Director, shall prepare an agenda for all upcoming meetings of the Board, containing items submitted by the Chair or other Board members or referred by Town Council, and shall be circulated three (3) days in advance of the meeting.
- j. A minute book shall be kept and minutes of all regular and special meetings shall be recorded therein by the Recording Secretary.
- k. The Chair and all appointed Board members should vote on any question, except where authorization to abstain from voting due to conflict of interest has been obtained. In the event of a tie, the motion shall be lost.
- l. Meeting procedure shall be conducted in accordance with good meeting practices and disputes resolved in accordance with Robert's Rules of Order.

## 6. Committee Procedures

- a. Ad-hoc or advisory groups to the Board may be formed subject to Council approval, to address specific issues. These groups may include individuals who are not members of the Board but who lend needed expertise to the issue. Such groups shall deal only with the matter of question referred to it for consideration and shall upon completion of this assignment be disbanded.
- b. Advisory groups will provide advice and support related to their area of assignment at the regular meetings of the Board.



**DRAYTON VALLEY**  
*'Pulling Together'*

**7. Limitations**

- a. Neither the Board, nor any of its members, shall have the power to pledge the credit of the Town in connection with any matters whatsoever, nor shall the Board or any member thereof have any power to authorize any expenditure to be charged against the Town any of the Parties without prior approval by the Town.

**8. Enactment**

- a. This By-Law shall come into force and have effect from and after the date of third reading thereof.
- b. This By-Law may be terminated by resolution of the Town of Drayton Valley.

**READ** a first time this 30<sup>th</sup> day of January, A.D. 2008

**READ** a second time this 30<sup>th</sup> day of January, A.D. 2008

**READ** a third time this 30<sup>th</sup> day of January, A.D. 2008.

“original signed”

\_\_\_\_\_  
**MAYOR**

“original signed”

\_\_\_\_\_  
**TOWN MANAGER**

## Information Items

9	Information Items	Pages 69-115
9.1	Drayton Valley Municipal Library Board Minutes – October 2017	70-72
9.2	Brazeau Foundation Board Minutes <ul style="list-style-type: none"> <li>• October 12, 2017, Regular Board Meeting</li> <li>• November 9, 2017, Special Board Meeting</li> <li>• December 1, 2017, Regular Board Meeting</li> </ul>	73-84
9.3	Federation of Canadian Municipalities Innovation Network – Forum 3 Summary	85-90
9.4	Drayton Valley Legacy Project Meeting Minutes – December 14, 2017	91-92
9.5	St. Thomas Aquinas Roman Catholic School Division Board Highlights – December 2017	93
9.6	RCMP December 2017 Stats	94-100
9.7	Council Conference Reports <ul style="list-style-type: none"> <li>• Councillor Butz – Munis 101 Training, November 4-5, 2017</li> <li>• Councillor Dodds – AUMA Annual Conference, November 22-24, 2017</li> <li>• Councillor Gamma – Munis 101 Training, November 4-5, 2017</li> <li>• Councillor Peebles – AUMA Annual Conference, November 22-24, 2017</li> <li>• Deputy Mayor Wheeler – AUMA Annual Conference, November 22-24, 2017</li> </ul>	101-102 103-105 106-107 108-109 110-113
9.8	Drayton Valley Brazeau County Fire Services – December 2017 Stats	114-115

**MOTION:**

I move that Town Council accept the above items as information.

**DRAYTON VALLEY MUNICIPAL LIBRARY BOARD MINUTES**

The minutes of the Drayton Valley Municipal Library Board regular meeting held October 10, 2017 at 1:15pm, in Conference room #1

**PRESENT** Lyndara Cowper-Smith (Chair), Rose Mayan, Pat Adamson, Brenda Cartwright, Colleen Andersen, Councillor Graham Long, Councillor Marc Gressler, Sandy Faunt (Director), Dana Crawford (Recording Secretary)

**ABSENT** Marge Eliuk

**CALL TO ORDER**

Lyndara Cowper-Smith called the meeting to order at 1:15 pm.

Additions: 4.3 Pay Grid Scales  
5.2 Draft Budget

Councillor Marc Gressler moved to approve the agenda as amended.

**MOTION CARRIED.**

**ADOPTION OF MINUTES**

Brenda Cartwright moved to adopt the minutes of the September 19, 2017 meeting as presented.

**MOTION CARRIED.**

**BUSINESS ARISING**

**Brazeau County Agreement**

The Board has reviewed the last changes regarding the agreement from Brazeau County. The Board wants to accept it for the 2017-2018 period. Sandy has sent a letter to the County Councillors on our views regarding the comparisons made in the letter dated July 18/17. See attached letters.

Rose Mayan moved to accept the Brazeau County Agreement for the period of 2017-2018.

**MOTION CARRIED.**

**Christmas Hours**

After review of the 2016 Library usage statistics, the board decided to stay open between Christmas and New Year's. New Year's Eve is quiet.

Councillor Marc Gressler moved to close the library on Saturday, December 30<sup>th</sup>.

**MOTION CARRIED.**

**Pay Grid Scales**

The Board reviewed the pay grid as it was presented by Sandy at the September 19, 2017 meeting.

Councillor Graham Long moved to approve the pay grid as presented for the Library Circ Clerk II, Library Circ Clerk I, Library Assistant, and Programmer.

**MOTION CARRIED**

Pat Adamson moved to approve the pay grid as presented for the Library Manager position as of April 1<sup>st</sup> 2018.

**MOTION CARRIED**

Councillor Marc Gressler moved that the Library Director pay grid be accepted as a guideline only.

**MOTION CARRIED**

## **FINANCIAL**

### Monthly Financial Report – September 2017

Colleen Andersen moved to receive the September 2017 financial reports as information.

**MOTION CARRIED.**

### 2018 Draft Budget

Discussions took Place

Councillor Marc Gressler would like to see the board advocate for members at large to receive \$160 per meeting. Sandy will write a letter to the County Council requesting that they pay a portion as the Town of Drayton Valley now pays \$50.

Pat Adamson moved to accept the 2018 Draft Budget as information.

**MOTION CARRIED**

## **REPORTS**

### Members

Councillor Graham Long attended the grand opening of the new Discovery Park. He introduced "The Write Stuff" members whose poems were chosen to be etched in the pavement at the park.

Councillor Marc Gressler thanked the board members for the year on the library board as the county representative.

Brenda Cartwright thanked the board members for her time spent on the board and said goodbye as she will not be returning to the board for another term. She would like to know if there are any services that the county provides that the library would be able to make use of. Councillor Marc Gressler stated that Jodi Beniuk, an employee of Brazeau County helps find and write grants.

Lyndara Cowper-Smith thanked Brenda Cartwright for her service on the library board and presented her with a card.

### Director

We will know if the grant application to the Community Foundation is successful before November 1<sup>st</sup>.

The advertisement for a board member position has been rewritten to reflect the need for a county representative.

The advertisement for the Library Director position has been posted through Jerome-L, TRACsharing, YRL pub, Foothills Library Association, Partnership Job Board through LAA, as well as Facebook.

Our programs are running as usual.

Anita MacFadyen, the Safety Co-ordinator for the town, attended the library staff meeting on October 5<sup>th</sup>. She addressed concerns about working alone and helped us know how to

stay safe on the desk during the late shift. The circulation staff will be getting a radio to contact emergency services.

Yvonne Smith, Accounts Clerk attended the library staff meeting on October 5<sup>th</sup> as well. She spoke to the staff about benefits and holidays.

60<sup>th</sup> Anniversary

Sandy provided the Drayton Valley Municipal Library 60<sup>th</sup> Anniversary Celebration report. The Committee came in well under budget. Schools are interested in returning for more programs.

Brenda Cartwright moved to accept the reports as information.

**MOTION CARRIED**

**NEW BUSINESS**

Rotary Hours

Patrons have requested that the Rotary Children's Library be open after school hours. We may be able to close on Monday or Friday to have the Library open later during the other days of the week or we could open the library later in the day. A questionnaire will be made to collect information from the patrons at the Rotary.

**CORRESPONDENCE**

YRL Trustee Appointment information  
Advertisement for Library Director Position  
Advertisement for Board Member Position

Rose Mayan moved to receive the correspondence as information.

**MOTION CARRIED.**

**NEXT MEETING DATE**

Next meeting date: **November 9, 2017 at 1:15 pm** in Conference room #1.

**ADJOURNMENT**

Brenda Cartwright moved to adjourn the meeting at 2:45pm.

**MOTION CARRIED.**

  
\_\_\_\_\_  
Recording Secretary

Adopted on the \_\_\_\_\_ day of \_\_\_\_\_, 2017

  
\_\_\_\_\_  
Board Chair





**MEETING OF THE BOARD OF DIRECTORS**  
Shangri-La Lodge, Drayton Valley  
October 12, 2017  
12:00 pm

**ATTENDANCE:**

**Directors Present:**

Jeannette Vatter, Chairperson  
Janet Young, Vice-Chairperson  
Shirley Mahan  
Brandy Fredrickson  
Sylvia Strathern

Member at Large – Drayton Valley  
Village of Breton  
Brazeau County  
Town of Drayton Valley  
Member at Large – Brazeau County

**Administration Present:**

Stella Keller  
Cindy Trudgian

Chief Administrative Officer  
Executive Assistant

---

*Lunch from 12:00pm – 12:20pm*

**1.0 CALL TO ORDER**

J. Vatter called the meeting to order at 12:20pm

**2.0 AGENDA**

**2.1 ADDITIONS TO THE AGENDA**

7.1.1.4 Brazeau Foundation Truck/Durango

7.1.1.5 Resident Infestation

**2.2 APPROVAL OF AGENDA**

**Resolution #17-10-01: Moved by J. Young to approve the agenda with additions.**

**Motion ...Carried Unanimously**

**3.0 APPROVAL OF MINUTES**

A handwritten signature consisting of the letters 'sk' in a cursive style.

A large, stylized handwritten signature, possibly 'J. Young', written in black ink.

**3.1 MINUTES FROM THE SEPTEMBER 25, 2017 REGULAR BOARD MEETING**

**Resolution #17-10-02: Moved by S. Strathern to approve the minutes of the September 25, 2017 Regular Board Meeting.**

**Motion ...Carried Unanimously**

**3.2 BUSINESS ARISING OUT OF THE MINUTES**

Joining ANPHA – Defer to next meeting

**4.0 FINANCIAL**

**4.1 BOARD MEMBER EXPENSE FOR SEPTEMBER 2017**

**Resolution #17-10-03: Moved by S. Strathern to approve the Board Member Expenses for the month of September 2017, in the amount of \$3144.96.**

**Motion ...Carried Unanimously**

**5.0 OLD BUSINESS**

*None at this time*

**6.0 NEW BUSINESS**

**6.1 BUSINESS PLAN 2018 - 2020**

Brandi left the Meeting at 1:47pm

Break 2:25pm

Resume Meeting at 2:35pm

Brandi returned to Meeting at 3:14pm

**Resolution #17-10-04: Moved by S. Strathern to approve the 2018 – 2020 Business Plan as amended.**

**Motion ...Carried Unanimously**

**7.0 REPORTS:**

**7.1 OPERATIONS REPORT**

**7.1.1 Operation's Report**

**7.1.1.1 Flu Shots – October 10<sup>th</sup>**

**7.1.1.2 Insurance Claims from Hail Damage update**

**7.1.1.3 Candidates Forum at the Lodge**

**7.1.1.4 Brazeau Foundation Truck/Durango**

S. Mahan to check with Brazeau County to see if they are retiring any vehicles.

**7.1.1.5 Resident Infestation**

**Resolution #17-10-05: Moved by S. Strathern to approve the Operations report as presented.**

**Motion ...Carried Unanimously**

**7.1.2 In-Private Session (Personnel/Legal)**

**Resolution #17-10-06: Moved by S. Mahan to go in-private to discuss personnel matters at 1:12pm.**

**Motion ...Carried Unanimously**

**Resolution #17-10-07: Moved by S. Strathern to come out of private at 1:36pm.**

**Motion ...Carried Unanimously**

**7.2 POLICIES**

**7.2.1 Pending- Formalize Complaint Policy/Procedure for Housing Tenants**

**8.0 CORRESPONDENCE**

**8.1 FROM: Alberta Seniors, Stakeholder Relations, Housing Division – Confirmation that Brazeau Foundation has satisfactorily addressed the details required for the Compliance Action Plan. (October 10, 2017)**

**Resolution #17-10-08: Moved by J. Young to accept the correspondence as information.**

**Motion ...Carried Unanimously**

**9.0 FUTURE MEETING DATES**

**9.1 NEXT BSF REGULAR BOARD MEETING – Thursday, November 30, 2017 at the Shangri-La Lodge @ 10:00am.**

**10.0 ADJOURNMENT**

**Resolution #17-10-09: Moved by B. Fredrickson to adjourn the meeting at 3:54pm.**

**Motion ...Carried Unanimously**

---

APPROVED AT THE December 1, 2017 MEETING OF THE BOARD

  
\_\_\_\_\_  
Chief Administrative Officer

  
\_\_\_\_\_  
Board Chair



**SPECIAL BOARD MEETING**

November 9, 2017

Shangri-La Lodge, Drayton Valley, AB

4 p.m.

**MINUTES**

**Directors Present:**

Janet Young, Vice-Chairperson  
Donna Wiltse  
Eric Butz  
Donna Gawalko

Village of Breton  
Brazeau County  
Town of Drayton Valley  
Member at Large – Brazeau County

**Directors Absent:**

Vacant

Member at Large – Drayton Valley

**Administration Present:**

Stella Keller  
Laura Delesalle

Chief Administrative Officer  
Finance Manager

**1.0 CALL TO ORDER**

J. Young called the meeting to order at 4 p.m.

**2.0 AGENDA**

**2.1 APPROVAL OF AGENDA**

**Resolution #17-11-1: Moved by D. Gawalko to approve the agenda with no additions.**

**Motion ...Carried Unanimously**

### 3.0 FINANCIAL

#### 3.1 Establish Bank Signatories

All cheques/financial approvals must have two signatures and be signed by one person from Administration and one BZF Board Member. In the absence of Administration two Board Members may sign. Administration signatories will be the CAO and the Housing Manager for cheque signing purposes. Electronic approvals will be Board Member and CAO or 2 Board Members.

**Resolution #17-11- 2: Moved by E. Butz** to approve signing authority for the Foundation, with one signature from Administration (CAO or Housing Manager), the second signature to be any BZF Board Member. Electronic approvals will be the CAO and one Board Member. In the absence of Administration, two Board Members may sign/approve.

**Motion ...Carried Unanimously**


### 4.0 ADJOURNMENT

**Resolution #17-11-3: Moved by D Gawalko** to adjourn the meeting at 4:30 pm.

**Motion ...Carried Unanimously**

APPROVED AT THE December 1, 2017 MEETING OF THE BOARD

  
\_\_\_\_\_  
Chief Administrative Officer

  
\_\_\_\_\_  
Board Chair



**Brazeau Foundation**  
*Managing Housing Solutions*

5208, 47 Avenue,  
Drayton Valley, Alberta, T7A 1N7  
Phone: 780-542-2712 Fax: 780-542-2765  
E-mail: bsf@telusplanet.net

**ORGANIZATIONAL MEETING OF THE BOARD OF DIRECTORS**  
Shangri-La Lodge, Drayton Valley  
December 01, 2017  
10:00 am

**ATTENDANCE:**

**Directors Present:**

Eric Butz, Chairperson	Town of Drayton Valley
Janet Young, Vice-Chairperson	Village of Breton
Donna Wiltse	Brazeau County
Jeannette Vatter,	Member at Large – Drayton Valley
Donna Gawalko	Member at Large – Brazeau County

**Directors Absent:**

**Administration Present:**

Stella Keller	Chief Administrative Officer
Cindy Trudgian	Executive Assistant

**1.0 CALL TO ORDER**

S. Keller called the meeting to order at 10:04 am.

**2.0 AGENDA**

**2.1 ADDITIONS TO THE AGENDA**

17.6 Correspondence

**2.2 APPROVAL OF AGENDA**

**Resolution #17-12-01: Moved by J. Young to approve the agenda with additions.**

**Motion ...Carried Unanimously**

**3.0 ELECTION OF CHAIRPERSON**

S. Keller called for Nominations for Chairperson for the Brazeau Foundation Board of Directors.

Handwritten signature and initials in the bottom right corner of the page.

J. Vatter nominated E. Butz for Chairperson

2nd Call for Nominations

E. Butz nominated J. Vatter for Chairperson

J. Vatter declined

3rd Call for Nominations

**Resolution #17-12-02: Moved** D. Gawalko that the nominations for Chairperson cease.

**Motion ...Carried Unanimously**

E. Butz was elected as Chairperson

E. Butz accepted the position for Chairperson

E. Butz chaired the remainder of the meeting

#### 4.0 ELECTION OF VICE-CHAIRPERSON

E. Butz called for nominations for Vice-Chairperson for the Brazeau Foundation Board of Directors.

J. Vatter nominated J. Young for Vice-Chairperson.

2<sup>nd</sup> Call for Nominations

3<sup>rd</sup> Call for Nominations

**Resolution #17-12-03: Moved by** D. Gawalko that the nominations for Vice-Chairperson cease.

**Motion ...Carried Unanimously**

J. Young was elected as Vice-Chairperson

J. Young accepted the position as Vice-Chairperson.

#### 5.0 ESTABLISH BOARD PAYMENTS

##### 5.1 HONORARIUMS

The current Board Honorarium is \$25.00 per hour with a minimum of 2 hours, \$170.00 for half day meetings – less than 4 hours and \$271.00 for a full day meetings over 4 hours. The honorarium is \$349.00 per day for conferences, seminars, workshops, etc.

**Resolution #17-12-04: Moved by** J. Vatter to retain the current Board Honorariums.

**Motion ...Carried Unanimously**

##### 5.2 MILEAGE

The current mileage set for Board Members is .54.0/km.

**Resolution #17-12-05: Moved by** J. Vatter to retain the current rate for mileage reimbursement.

**Motion ...Carried Unanimously**

## 6.0 DESIGNATIONS AND APPOINTMENTS

### 6.1 BANK

The BSF currently has a banking contract with the Royal Bank.

**Resolution #17-12-06: Moved by D. Gawalko** to approve the use of the existing Bank Contract.

**Motion ...Carried Unanimously**

### 6.2 LEGAL COUNSEL

Current Legal Counsel is Tim Mitchell with Norton Rose Fullbright Canada for labor issues.

**Resolution #17-12-07: Moved by J. Young** to approve the use of the existing Legal Counsel and an H.R. group for smaller issues.

**Motion ...Carried Unanimously**

#### 6.2.1 Consultant

CAO has contracted with an online firm used by other Foundations for guidance in Labour Relations – HR Downloads for advice, policy and Direction.

### 6.3 AUDITORS

There is an existing 5 year contract with Carlson Roberts Seely Chartered Accounting Firm.

**Resolution #17-12-08: Moved by J. Vatter** to approve use of the existing Auditors.

**Motion ...Carried Unanimously**

## 7.0 APPLICATION REVIEW COMMITTEE

**Resolution #17-12-09: Moved by J. Vatter** that the CAO, and any one member of the board form the Application Review Committee when required.

**Motion ...Carried Unanimously**

## 8.0 SIGNING OFFICERS

**Resolution #17-12-10: Moved by D. Gwalko** to approve signing authority for the Foundation, with one signature from Administration (CAO or Housing Manager), the second signature to be any BZF Board Member. Electronic approvals will be the CAO and one Board Member. In the absence of Administration, two Board Members may sign/approve.

**Motion ...Carried Unanimously**

## 9.0 OPENING AND CLOSING ACCOUNTS – Designations

**Resolution #17-12-11: Moved by D. Wiltse** to approve the CAO, Board Chair and Finance Manager open and close accounts.





**Motion ...Carried Unanimously**

## **10.0 2018 B.Z.F BOARD MEETING SCHEDULE**

**Resolution #17-12-12: Moved by J. Young** to approve the B.Z.F. Board Meetings for the third Friday of each month at 10am.

**Motion ...Carried Unanimously**

## **11.0 NEW BOARD MEMBER ORIENTATION**

An Orientation Binder was made available to all Board Members which included the following information

- 1.0 Board Contact List
- 2.0 Ministerial Order
- 3.0 Legislation
- 4.0 Foundation Overview
- 5.0 Policy Manual
- 6.0 Organizational Chart
- 7.0 Business Plan 2016-2020
- 8.0 Board Honorarium and Mileage Expense Sheet
- 9.0 Audited Financial Statements
- 10.0 Approved Board Minutes

There was a review of the orientation binder and contents.

**Resolution #17-12-13: Moved by J. Vatter** to accept the New Board Member Orientation as information.

**Motion ...Carried Unanimously**

## **12.0 APPROVAL OF MINUTES**

### **12.1 Minutes from the October 12, 2017 Regular Meeting of the Board**

**Resolution #17-12-14: Moved by S. Mahan** to approve the Minutes of the October 12, 2017 Regular Board Meeting.

**Motion ...Carried Unanimously**

### **12.2 Minutes from the November 09, 2017 Special Meeting of the Board**

**Resolution #17-12-15: Moved by D. Gawalko** to approve the Minutes of the November 09, 2017 Special Board Meeting.

**Motion ...Carried Unanimously**

## **12.3 BUSINESS ARISING OUT OF THE MINUTES**

### **12.3.1 Brazeau Foundation Truck/Durango**

CAO informed the Board Members that Brazeau County acknowledged they had a truck available for the Foundation, however, they are requesting that the Town of Drayton Valley also contribute a monetary cost for their share of the vehicle based on the approximate cost of 30%. E. Butz indicated he would watch for this to be addressed.

## **13.0 FINANCIAL**

### **13.1 FINANCIAL REPORTS - Foundation**

#### **13.1.1 Foundation Payable Disbursements for September and October 2017.**

**Resolution #17-12-16: Moved by J. Vatter** accept the Payable Disbursements as information.

**Motion ...Carried Unanimously**

#### **13.1.1.1 Visa Payable for August, September, and October 2017**

**Resolution #17-12-17: Moved by J. Young** to accept the Visa Payable as information.

**Motion ...Carried Unanimously**

#### **13.1.2 Financial Balance Sheet as of October 31, 2017**

**Resolution #17-12-18: Moved by D. Wiltse** to accept the Balance Sheet as information.

**Motion ...Carried Unanimously**

*Break for Lunch - 12:05pm*

*Resume Meeting – 12:25pm*

#### **13.1.3 Financial Statements to October 31, 2017**

##### **13.1.3.1 Central Services/Lodge**

**Resolution #17-12-19: Moved by J. Vatter** to accept the Central Services/Lodge Financial Statements as information.

**Motion ...Carried Unanimously**

##### **13.1.3.2 Provincial Housing Units**

**Resolution #17-12-20: Moved by J. Young** to accept the Provincial Housing Units Financial Statements as information.

**Motion ...Carried Unanimously**

## **13.2 FINANCIAL REPORTS – Urban Housing**

### **13.2.1 Urban Housing Payable Disbursements –October 2017**

### **13.2.2 Urban Housing Balance Sheet as of October 31, 2016**

### **13.2.3 Urban Housing Financial Statements to October 31, 2017**

**Resolution #17-12-21: Moved by D. Gawalko to accept the Urban Housing Payable Disbursements, Balance Sheet, and Financial Statements as information.**

**Motion ...Carried Unanimously**

### **13.3 BOARD MEMBER EXPENSE**

#### **13.3.1 Board Member Expense for October and November 2017.**

**Resolution #17-12-22: Moved by J. Young to approve the Board Member Expenses for October and November in the amount of \$2047.94.**

**Motion ...Carried Unanimously**

### **14.0 OLD BUSINESS**

#### **14.1 ANPHA/ASCHA Membership**

**Resolution #17-12-23: Moved by J. Vatter to approve joining both ANPHA and ASCHA for a one year term.**

**Motion ...Carried Unanimously**

### **15.0 REPORTS**

#### **15.1 OPERATIONS REPORT**

##### **15.1.1 Operations Report**

Operations Report was verbally reviewed by S. Keller.

##### **15.1.2 Vacancy Report**

**Resolution #17-12-24: Moved by J. Vatter to accept the Vacancy Report as information.**

**Motion ...Carried Unanimously**

##### **15.1.3 IN-PRIVATE SESSION (PERSONNEL/LEGAL)**

**Resolution #17-12-25: Moved by J. Young to go in-private to discuss personnel matters at 1:31pm.**

**Motion ...Carried Unanimously**

*D. Wiltse left the meeting at 1:45pm*

**Resolution #17-12-26: Moved by J. Vatter to come out of private at 2:51pm.**

**Motion ...Carried Unanimously**

### **16.0 CORRESPONDENCE**

**16.1 FROM: ANPHA – Welcome letter to Alberta Network of Public Housing Agencies (ANPHA). (September 19, 2017)**

**16.2 From: Village of Breton - Appointment of Deputy Mayor Janet Young to the Brazeau Foundation Board and Councillor Pritchard as alternate (October 18, 2017)**

- 16.3 **From: Alberta Seniors and Housing** – Provincial Affordable Housing Strategy printed materials provided. **(October 6, 2017)**
- 16.4 **From: Brazeau County** - Appointment of Councillor Donna Wiltse to the Brazeau Foundation Board, Councillor Kara Westerlund as alternate and Donna Gawalko as member-at-large. **(October 30, 2017)**
- 16.5 **From: Town of Drayton Valley – Planning and Development** – Proposed Business License **(November 20, 2017)**
- 16.6 **From: Town of Drayton Valley** - Appointment of Jeannette Vatter as member-at-large for the Town of Drayton Valley. **(November 29, 2017)**

**Resolution #17-12-27:** Moved by D. Gawalko to accept the correspondence as information presented.

**Motion ...Carried Unanimously**

**17.0 FUTURE MEETING DATES**

- 17.1 **DECEMBER REGULAR BOARD MEETING** – Friday, December 15, 2017 @ 10am
- 17.2 **JANUARY BZF REGULAR BOARD MEETING** - Friday, January 12, 2018 at the Shangri-La Lodge @ 10:00am.

**18.0 ADJOURNMENT**

**Resolution #17-12-86:** Moved by J. Young to adjourn the meeting at 2:52pm.

**Motion ...Carried Unanimously**

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APPROVED AT THE December 15, 2017 MEETING OF THE BOARD

  
\_\_\_\_\_  
Chief Administrative Officer

  
\_\_\_\_\_  
Board Chair





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## FCM Innovation Network

Forum 3 Summary: Focusing our Action on What Matters Most to Canadians

Wednesday, November 29th, 2017 - Cisco Innovation Center, Toronto

### Issue

The following summary provides an overview of the November 29th, 2017 FCM Innovation Network (FIN) Advisory Committee Meeting and captures recommendations that emerged from the 3rd Forum meeting held in Toronto. This does not represent formal minutes of the meeting.

### Summary of Meeting

#### Speakers and Panel Discussion

The FIN Advisory gathered in Toronto for the 3rd Innovation Forum to engage with business, academic, and civil society innovators with leading edge ideas from the GTA. After a round circle of introductions and updates from each of our advisory committee, we invited our newest academic members from University of Toronto to share an update on their findings.

This morning session, led by Dr. Zachary Spicer of the Innovation Policy Lab at the University of Toronto's Munk School of Global Affairs, included an engaging session framed around the question of how to fully consider the needs of Canadian residents within smart cities. Sitting at the intersection of digital access, transportation, procurement and critical community services - Academic experts have a great deal to offer this timely conversation. Smart Cities: Have we fully considered residents? The technologies that will be used to build tomorrow's Canada are coming to life in cities around the globe, and are already affecting how we plan and deliver services to people each and every day. Our speaker, who is studying municipal transformation closely, will share their visions for our future cities, where innovation in technology and processes synergize with strategies for sustainability, resilience, and prosperity.

With 41 trillion dollars estimated to be spent in the next 10 years on Smart Cities, Dr. Spicer emphasized the importance of ensuring it is spent on areas that align with the real challenges that Canadians face as end users. Their [findings](#) represent responses from 3,000 Canadian residents from 35 different CMAs. Among the three most important characteristics include: 1) Online municipal services - 43%, 2) a strong focus on sustainable development & management of natural resources - 29%, 3) and strong economic development - 29%. While business incubators, community health services and access/training on technology follow closely behind, online services remain the highest draw for residents as they represent an increase in their quality of life. A compelling example of computers in libraries or public streets drew discussion on a key question for the role of technology in our future - what are communities doing to promote internet access? Is this now a public service? In response to one pilot where public computers were made available for tourists to find local information, they discovered a higher use for job applications and economic prosperity than tourism. Delivering a rallying call for our cross-sector



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table, FIN's advisory network was left with a final question and challenge. Who should be taking the lead on this? Everyone. *Together with FCM's Innovation Network, Dr. Spicer highlighted how to put these visions into action, and why seizing this moment is so critical to meet our local, national and international goals.*

The afternoon session of this third innovation forum was a panel focused on the key role of libraries in delivering sustainable communities. With insight from [Jo Platt of Evergreen](#) and [Susan Downs from Innisfil IdeaLAB](#) and library, our committee was left inspired by the possibilities for libraries as a differentiator for Canadian Communities. For example, Innisfil has a population of 38,000 and it anticipates growing by an additional 60,000 in the next 15 years. Their library offers coding, CD printing, and open community spaces. With the 'hacker ethic' & 'relentless incrementalism' applied to evolving library services, Susan Downs and her team are now taking on town communications. A copy of their presentations are available at the links above.

These sessions were highly interactive and provided a unique opportunity for our advisory to be engaged, delve deeper and have in-depth discussions with experts on these important topics.

### FIN's Chair Update

FIN's Chair, Brock Carlton, provided an update on activities and actions that have taken place since the September 2017 meeting in Vancouver, including new members and investments in municipal innovation.

Reflecting the request to re-examine the framework and outcomes based on themes, this set the stage for important discussion around the criteria for successful municipal innovations in Canada.

With representatives from various teams at FCM, including Sebastien Hamel, Executive Director for FCM programs and Alana Lavoie, Manager of Policy & Research, the team highlighted how we are embedding innovation within what FCM does - internally and externally. This included relevant updates from MAMP, MCIP, Infrastructure, and planning for key events including our Annual Conference and Sustainable Cities Conference.

Brock then provided an update on the next steps in the FCM Strategic Plan, which includes the development of a vision document to better understand where Canada is heading in the next 20 or 30 years and then to answer the questions about what role will cities play over the coming years and how best can FCM continue to drive the municipal agenda at the national level.

### Narrowing Focus: Framework & Outcomes

Based on input from the advisory, our third forum created space for conversation to further narrow the focus of our activities. With a clear call for action, this discussion was framed by the question of - what focus will allow us to test the process for municipal innovation?

Rather than focus on specific themes, it was determined that clear criteria for innovations would be a more effective way to scope FIN's activities and direct efforts.



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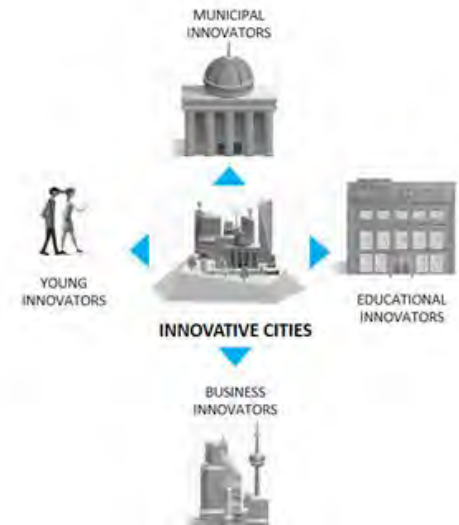
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## Emerging Criteria

The emerging characteristics of municipal innovations include:

- Novel, Replicable ideas
- Address real need from community
- Long term impact with integrated measures (social, environmental, economic, health)
- Compelling use cases that can be localized to regional context (language, practices, etc)
- Leaders & champions who create compelling visions for community
- Break Down Silos
- Multi-sector collaborators -Shared risk



Based on agreed upon criteria, we will launch a call for nominations in January with a Jan. 29th deadline. We will vet the top innovators on our call in early Feb, and then finalize for announcement at SCC or AC.

We believe the value to these municipal leaders will be the opportunity to share stories, access the FIN network, recognition, help your peers – share on stage, access to resources and peer support.

---

Note: This builds on the definition of municipal innovation and criteria for innovators that we built in May 2017.

### Defining Innovation

Innovation means leaving your comfort zone and taking risks to do things differently. It redefines the norm, strengthens communities and improves lives. FIN brings municipalities together to share and learn to help mitigate those risks and deliver better results for residents.

**We define innovation** as the implementation of a new or significantly improved product (good or service), process, market, or a new organizational method in practices.<sup>1</sup>

**Municipal Innovations** may come from:

- new, leading edge* technologies, processes or ideas,
- new applications of existing* technologies, processes or ideas or,
- established and proven* technologies, processes or ideas that are *not widely known or used in the municipal space*.

<sup>1</sup>Source: *Oslo Manual: Guidelines for collecting and interpreting innovation data*, <http://www.oecd-ilibrary.org/>



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### Criteria for Innovators (May 2017)

- Turn possibility into action through expertise and experience. They are willing front runners and risk-takers who are implementing municipal innovation.
- Are solutions focused, solving specific challenges with different approaches. They are both inspiring, real, and replicable by others.
- Represent diversity of the Canadian people through different regional geographies, both urban and rural, and , through language, age, gender, and backgrounds.
- Commit to change, willing to share stories, learnings and action.

## Upcoming Meetings

Our Advisory continues to plan a critical role as our steering committee - To approve plans, vet innovations, join as thought leaders and speakers, support in identifying high impact activities, and inform future content.

The key dates for 2018-19 include:

- **\*Feb 5<sup>th</sup> - 1.5 hr Update Call:** Review the plan for 2018, review the applicants & narrow top 20 innovators.
- **\*April 10<sup>th</sup> Forum 4** in Edmonton, Alberta: Approve Plan of Activities, Update on Strategic Plan, Identify opportunities for our innovators, share research from early adopters.
- **\*September 26 - Forum 5** in Quebec or Yellowknife: Check-in with innovators, hear their reflections, relevant updates from network, activities, how to localize & ensure we are being inclusive of all Canadians.
- **\*Late January/early Feb 2019 - Forum 6:** Review the plan for 2019, review the applicants & narrow top 20 innovators for cohort 2.

*\* Moving forward, each of our Forums will be a full day meeting within the space of our partners, including a half day of strategic discussion, 1-3 Municipal Innovators to share their experience, updates & inspiration, followed by a social in the evening where we invite municipal innovators from the region to join us in person.*

## Actions & Follow-up

- 1. Review notes attached** to finalize characteristics of Municipal Innovators by January 12th. We will do outreach within the FIN network to identify innovators and innovations that match these characteristics. We will have a short list for you in advance of our February call.
  - ❖ **If you are interested in sharing with your teams**, here is a [brief overview of our December 2017 update](#). (with visuals)
- 2. Update your schedules** with the dates above. Detailed outlook invites to follow in January.
- 3. Newsletter Content** – Let us know, who is the best person on your team to work with in creating a content calendar? You or your communications, marketing teams?
- 4. Hosting our Forums or Evening socials** – If you are interested in hosting our advisory or extended community in 2018, let us know.
- 5. Identify Webinar Partners:** We are currently building our webinar calendar to highlight key resources and partners. Let us know if you have ideas. This may include: *Open Data, Citizen Engagement, Equity, Diversity and Inclusion, Sharing Stories with Impact to Build your team, Measurement and Evaluation, Mutually Beneficial Collaboration, Improved Customer Experience, and more.*





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**6. Lastly, TORS have been updated** - our team will be in touch directly with the confirmed Terms of Reference that reflect these changes in early January.

## Core Team

These ideas were generated through discussion and interviews with experts, thought leaders and practitioners in municipalities, industry, academia, youth and other key stakeholders, including:

**Adam Auer**, VP Environment & Sustainability  
Cement Association of Canada

**Alex Boyer**, PR & Corporate Communications,  
Pages Jaunes/Yellow Pages

**Alexander Cussin**, Mayor,  
Ville de Drummondville, QC

**Anna Matthewson**, Sustainability Manager,  
City of Surrey, BC

**Bradley Leeman**, Director of Lifecycle  
Management,  
City of Edmonton, AB

**Brock Carlton**, CEO,  
Federation of Canadian Municipalities

**Dawn Arnold**, Mayor,  
City of Moncton, NB

**Fayrell Wheeler**, Councillor,  
City of Drayton Valley, AB,

**Justin Watkins**, Digital Kitchener,  
City of Kitchener, ON

Author:

**Hilary Kilgour**, Manager, FCM Innovation Network,  
Federation of Canadian Municipalities

**Marc René de Cotret**, Director Service  
Transformation,  
City of Ottawa, ON

**Mark Heyck**, Mayor,  
City of Yellowknife, NWT

**Mia Kesselring**, Director of IoT Products,  
Telus

**Michael Wodzicki**, Director  
Federation of Canadian Municipalities

**Nishit Shah**, Director of Marketing,  
Philips Lighting

**Dr. Zach Spicer**, Innovation Policy Lab at the  
University of Toronto's Munk School of Global  
Affairs

**Ron Gordon**, Digital Transformation & Innovation,  
Cisco Canada

**Wes Regan**, Program Director, Community  
Economic Development Program  
Simon Fraser University

### About Us

A forum for collaboration, information-sharing and education; FCM's Innovation Network (FIN) equips municipal leaders with the knowledge and tools they need to make these critical decisions

A FCM funded initiative – FCM's Innovation Network brings together municipalities, industry, academia, youth and other key stakeholders to explore ways to use innovations in technology and practice to build prosperous, inclusive and sustainable communities.



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## THANKS TO OUR FOUNDING PARTNERS



**General Meeting  
Drayton Valley Legacy Project  
December 14, 2017**

**Present:**

Colleen Andersen	<a href="mailto:c_or_c@telusplanet.net">c_or_c@telusplanet.net</a>	780-542-2787
Connie Stuhl	<a href="mailto:accutron56@gmail.com">accutron56@gmail.com</a>	780-542-9288
Pamela Schaub	<a href="mailto:pamscha@yahoo.ca">pamscha@yahoo.ca</a>	780-542-1602
Fayrell Wheeler	<a href="mailto:fwheeler@draytonvalley.ca">fwheeler@draytonvalley.ca</a>	
Dana Crawford	<a href="mailto:illadv@draytonvalley.ca">illadv@draytonvalley.ca</a>	780-514-2331

**Regrets:**

Councillor Bill Ballas	<a href="mailto:bballas@draytonvalley.ca">bballas@draytonvalley.ca</a>	
Bill Cavanagh	<a href="mailto:rockyrapids@gmail.com">rockyrapids@gmail.com</a>	780-621-9126
Graham Long	<a href="mailto:glong2@yahoo.com">glong2@yahoo.com</a>	780-898-5494

1. **Welcome** – Colleen welcomed everyone and called the meeting to order at 7:03 p.m.

2. **Agenda:**

- a. Addition/Deletions  
No additions or deletions
- b. Approval of the Agenda

**MOVED by Pamela Schaub that the agenda be approved as presented.**

3. **Minutes of Last General Meeting**

- a. Errors or Omissions – no errors noted for the November 9 2017 minutes.
- b. Approval of the Minutes

**MOVED by Pamela Schaub that the minutes of the September 14, 2017 meeting be approved as presented.**

4. **Old Business**

- a. Financial report – Bill – Bill is away, no report available.
- b. Consentia MOU – remove from 2. “and as such they will be applying for a grant.” Change the end of next sentence from “to date which is \$20,000” to “based on original agreement”. Colleen has been in touch with Western Canadian Graphics & Industries who suggest that we partner with the U of A (which hosts the Peel’s Prairie Provinces website where many of the historical provincial newspapers are located). The number of images that we have would be very large for the town website to handle. Colleen will contact Martha at Western Canadian Graphics & Industries for more information. Martha will also put Colleen in touch with Peggy at the U of A. Peggy may be aware of grants that may be available. Emails from Martha will be forwarded to everyone. This issue will be discussed at the next meeting once more information is received.
- c. OCR of DVDs – Bill C. - tabled

5. **New Business** – no new business
6. **Correspondence** – no correspondence received.
7. **Reports**
  - a. Volunteer Hours – please remember to record your volunteer hours.
8. **Adjournment** – Colleen Andersen moved that the meeting be adjourned at 8:00 p.m.

**Next meeting January 11, 2018 at 7:00 p.m. at the Royal Canadian Legion.**



# Souls Seeking Christ

ON A JOURNEY OF FAITH, LEARNING AND LOVE

## Board Meeting Highlights – December 2017

### **DATES TO REMEMBER**

#### **Next Board Meeting**

**Wednesday,**

**January 17**

**10:30 a.m.**

STAR Central Office

4906 50 Ave., Leduc, AB

*The public is welcome at all Board meetings.*

#### **Board of Trustees**

##### **Michelle Lamer**

Chair  
Leduc

##### **Henry Effen**

Vice Chair  
Wetaskiwin

##### **Sandra Bannard**

Drayton Valley

##### **Shaun Meaden**

Leduc

##### **Liz Taylor-Sirois**

Beaumont

##### **Dan Svitch**

Ponoka

##### **Donna Tugwood**

Lacombe

#### **École Notre Dame School Name Change Approved**

The Board approved changing the name of Notre Dame School to École Notre Dame School effective January 1, 2018.

#### **St. Augustine International Field Trip Approved**

The Board gave final approval to St. Augustine (Secondary) School's travel request to Europe, which includes: Germany, Netherlands, Belgium, France and England from March 22, 2018 to April 2, 2018.

#### **École Mother d'Youville School Grand Opening Date Set**

The Board received a report for initial plans for École Mother d'Youville School's grand opening celebration, set for April 11, 2018.

#### **Council of School Councils**

The Board reviewed its agenda for the upcoming annual meeting with STAR Catholic's Council of School Councils.

#### **Archbishop & Parish Meeting**

The Board also reviewed its planned agenda for an annual meeting with Archbishop Richard Smith and clergy from STAR Catholic's six communities.

#### **Dual Credit Partnerships**

The Board heard a report on STAR Catholic's partnership with various post-secondary institutions in offering dual credit for students. The most recent post secondary to enter into an agreement with STAR Catholic was Bow Valley College in Calgary.

For more information visit: [www.starcatholic.ab.ca](http://www.starcatholic.ab.ca), or call 780.986.2500

## Drayton Valley Municipal Detachment Statistical Comparison January to December: 2013 - 2017

All categories contain "Attempted" and/or "Completed"

January-05-18

CATEGORY	Trend	2013	2014	2015	2016	2017
Homicides & Offences Related to Death		0	0	0	0	0
Robbery		2	8	6	5	5
Sexual Assaults		4	10	9	13	17
Other Sexual Offences		2	7	3	9	7
Assault		147	150	114	84	112
Kidnapping/Hostage/Abduction		3	2	2	1	4
Extortion		0	1	0	1	0
Criminal Harassment		17	23	23	16	27
Uttering Threats		46	44	50	29	41
Other Persons		0	0	0	0	0
<b>TOTAL PERSONS</b>		<b>221</b>	<b>245</b>	<b>207</b>	<b>158</b>	<b>213</b>
Break & Enter		69	77	76	91	124
Theft of Motor Vehicle		83	93	70	68	102
Theft Over \$5,000		10	12	12	7	12
Theft Under \$5,000		374	329	273	271	360
Possn Stn Goods		33	51	25	31	45
Fraud		47	53	57	54	79
Arson		1	1	2	0	2
Mischief To Property		300	344	273	176	221
<b>TOTAL PROPERTY</b>		<b>917</b>	<b>960</b>	<b>788</b>	<b>698</b>	<b>945</b>
Offensive Weapons		15	27	19	15	16
Public Order		1	0	0	0	0
Disturbing the peace		146	94	73	40	99
<b>OTHER CRIMINAL CODE</b>		<b>201</b>	<b>249</b>	<b>220</b>	<b>177</b>	<b>189</b>
<b>TOTAL OTHER CRIMINAL CODE</b>		<b>363</b>	<b>370</b>	<b>312</b>	<b>232</b>	<b>304</b>
<b>TOTAL CRIMINAL CODE</b>		<b>1,501</b>	<b>1,575</b>	<b>1,307</b>	<b>1,088</b>	<b>1,462</b>

## Drayton Valley Municipal Detachment Statistical Comparison January to December: 2013 - 2017

All categories contain "Attempted" and/or "Completed"

CATEGORY	Trend	2013	2014	2015	2016	2017
Drug Enforcement - Production		0	0	0	0	1
Drug Enforcement - Possession		49	75	41	31	48
Drug Enforcement - Trafficking		26	20	28	13	15
Drug Enforcement - Other		0	1	0	4	1
<b>Total Drugs</b>		<b>75</b>	<b>96</b>	<b>69</b>	<b>48</b>	<b>65</b>
Federal - General		10	6	8	7	19
<b>TOTAL FEDERAL</b>		<b>85</b>	<b>102</b>	<b>77</b>	<b>55</b>	<b>84</b>
Liquor Act		29	17	12	15	16
Other Provincial Stats		97	95	105	94	105
<b>Total Provincial Stats</b>		<b>126</b>	<b>112</b>	<b>117</b>	<b>109</b>	<b>121</b>
Municipal By-laws Traffic		8	10	8	5	6
Municipal By-laws		116	82	100	90	99
<b>Total Municipal</b>		<b>124</b>	<b>92</b>	<b>108</b>	<b>95</b>	<b>105</b>
Fatals		3	0	1	0	1
Injury MVC		8	7	8	14	8
Property Damage MVC (Reportable)		309	373	269	203	216
Property Damage MVC (Non Reportable)		40	38	37	31	29
<b>TOTAL MVC</b>		<b>360</b>	<b>418</b>	<b>315</b>	<b>248</b>	<b>254</b>
<b>Provincial Traffic</b>		<b>540</b>	<b>534</b>	<b>419</b>	<b>475</b>	<b>392</b>
<b>Other Traffic</b>		<b>11</b>	<b>4</b>	<b>10</b>	<b>17</b>	<b>15</b>
<b>Criminal Code Traffic</b>		<b>129</b>	<b>106</b>	<b>78</b>	<b>72</b>	<b>73</b>
<b>Common Police Activities</b>						
False Alarms		253	315	310	276	275
False/Abandoned 911 Call and 911 Act		100	107	126	106	109
Suspicious Person/Vehicle/Property		129	45	96	69	110
Persons Reported Missing		12	16	9	33	30
Spousal Abuse - Survey Code		145	151	162	139	136

## Drayton Valley Municipal Detachment 5 Year Traffic Summary - January to December

January to December	Trend	2013	2014	2015	2016	2017
Fatals		3	0	1	0	1
Injury MVC		8	7	8	14	8
Property Damage MVC (Reportable)		309	373	269	203	216
Property Damage MVC (Non Reportable)		40	38	37	31	29
Total MVC		360	418	315	248	254

January to December	Trend	2013	2014	2015	2016	2017
Impaired Operation*		Currently Not Available				
Roadside Suspensions - alcohol related - No charge**		11	4	10	17	15
Occupant Restraint/Seatbelt Violations**		7	4	6	0	10
Speeding Violations**		30	20	8	129	28
Intersection Related Violations**		19	11	14	15	22
Driving without Due Care or Attention*		Currently Not Available				
Other Moving Traffic*		Currently Not Available				
Other Non-Moving Violation**		107	97	89	88	88
Other CC Traffic***		27	12	15	14	17

\*include "Cleared by Charge" and "Cleared Other"    \*\*"Actual"    \*\*\*"Reported"



## Drayton Valley Municipal Detachment Statistical Comparison December: 2013 - 2017

All categories contain "Attempted" and/or "Completed"

January-05-18

CATEGORY	Trend	2013	2014	2015	2016	2017
Homicides & Offences Related to Death		0	0	0	0	0
Robbery		0	0	0	1	0
Sexual Assaults		1	2	2	2	0
Other Sexual Offences		0	2	0	0	0
Assault		12	11	10	3	4
Kidnapping/Hostage/Abduction		1	0	1	0	0
Extortion		0	0	0	0	0
Criminal Harassment		0	2	1	2	3
Uttering Threats		2	5	7	2	2
Other Persons		0	0	0	0	0
<b>TOTAL PERSONS</b>		<b>16</b>	<b>22</b>	<b>21</b>	<b>10</b>	<b>9</b>
Break & Enter		7	7	7	3	15
Theft of Motor Vehicle		7	3	7	4	13
Theft Over \$5,000		2	1	1	1	3
Theft Under \$5,000		35	14	26	18	36
Possn Stn Goods		2	1	0	1	1
Fraud		4	4	8	5	7
Arson		0	0	0	0	0
Mischief To Property		25	21	17	10	12
<b>TOTAL PROPERTY</b>		<b>82</b>	<b>51</b>	<b>66</b>	<b>42</b>	<b>87</b>
Offensive Weapons		3	2	0	0	0
Public Order		0	0	0	0	0
Disturbing the peace		0	6	2	3	9
<b>OTHER CRIMINAL CODE</b>		<b>9</b>	<b>21</b>	<b>15</b>	<b>18</b>	<b>8</b>
<b>TOTAL OTHER CRIMINAL CODE</b>		<b>12</b>	<b>29</b>	<b>17</b>	<b>21</b>	<b>17</b>
<b>TOTAL CRIMINAL CODE</b>		<b>110</b>	<b>102</b>	<b>104</b>	<b>73</b>	<b>113</b>

## Drayton Valley Municipal Detachment Statistical Comparison December: 2013 - 2017

All categories contain "Attempted" and/or "Completed"

CATEGORY	Trend	2013	2014	2015	2016	2017
Drug Enforcement - Production		0	0	0	0	0
Drug Enforcement - Possession		7	6	0	2	7
Drug Enforcement - Trafficking		4	1	1	1	1
Drug Enforcement - Other		0	0	0	0	0
<b>Total Drugs</b>		<b>11</b>	<b>7</b>	<b>1</b>	<b>3</b>	<b>8</b>
Federal - General		0	0	0	0	1
<b>TOTAL FEDERAL</b>		<b>11</b>	<b>7</b>	<b>1</b>	<b>3</b>	<b>9</b>
Liquor Act		1	3	0	1	1
Other Provincial Stats		6	9	13	7	3
<b>Total Provincial Stats</b>		<b>7</b>	<b>12</b>	<b>13</b>	<b>8</b>	<b>4</b>
Municipal By-laws Traffic		1	1	0	1	0
Municipal By-laws		6	7	5	2	4
<b>Total Municipal</b>		<b>7</b>	<b>8</b>	<b>5</b>	<b>3</b>	<b>4</b>
Fatals		0	0	0	0	0
Injury MVC		0	1	0	1	2
Property Damage MVC (Reportable)		41	41	28	22	12
Property Damage MVC (Non Reportable)		5	3	2	5	2
<b>TOTAL MVC</b>		<b>46</b>	<b>45</b>	<b>30</b>	<b>28</b>	<b>16</b>
<b>Provincial Traffic</b>		<b>51</b>	<b>48</b>	<b>31</b>	<b>42</b>	<b>36</b>
<b>Other Traffic</b>		<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>
<b>Criminal Code Traffic</b>		<b>7</b>	<b>17</b>	<b>6</b>	<b>5</b>	<b>6</b>
<b>Common Police Activities</b>						
False Alarms		17	27	15	27	22
False/Abandoned 911 Call and 911 Act		5	11	14	8	5
Suspicious Person/Vehicle/Property		0	6	6	4	3
Persons Reported Missing		0	3	1	2	2
Spousal Abuse - Survey Code		15	18	14	13	2

## Drayton Valley Municipal Detachment 5 Year Traffic Summary - Month of December

December	Trend	2013	2014	2015	2016	2017
Fatals		0	0	0	0	0
Injury MVC		0	1	0	1	2
Property Damage MVC (Reportable)		41	41	28	22	12
Property Damage MVC (Non Reportable)		5	3	2	5	2
Total MVC		46	45	30	28	16

December	Trend	2013	2014	2015	2016	2017
Impaired Operation*		Currently Not Available				
Roadside Suspensions - alcohol related - No charge**		0	1	0	1	0
Occupant Restraint/Seatbelt Violations**		0	0	0	0	0
Speeding Violations**		0	1	0	8	3
Intersection Related Violations**		0	2	0	2	0
Driving without Due Care or Attention*		Currently Not Available				
Other Moving Traffic*		Currently Not Available				
Other Non-Moving Violation**		0	8	7	12	10
Other CC Traffic***		2	1	1	0	1

\*include "Cleared by Charge" and "Cleared Other"    \*\*"Actual"    \*\*\*"Reported"

Drayton Valley Municipal Detachment

January to December: 2013 - 2017

All categories contain "Attempted" and/or "Completed"

Category	Trend	2013	2014	2015	2016	2017	Mean	Std Deviation	Mean + 1 Std Dev	FLAG	Slope
<b>Theft Motor Vehicle (Total)</b>		83	93	70	68	102	83.2	13.1	96.3	Issue	1.3
Auto		11	4	3	6	5	5.8	2.8	8.6	Within Norm	-1
Truck/SUV/Van		44	59	53	49	77	56.4	11.4	67.8	Issue	5.6
Motorcycle		4	6	1	0	0	2.2	2.4	4.6	Within Norm	-1.4
Other		20	15	12	11	19	15.4	3.6	19.0	Within Norm	-0.6
Take Auto without Consent		4	9	1	2	1	3.4	3.0	6.4	Within Norm	-1.3
<b>Break and Enter (Total)</b>		69	77	76	91	124	87.4	19.6	107.0	Issue	12.4
Business		33	32	36	51	52	40.8	8.8	49.6	Issue	5.7
Residence		23	30	33	28	44	31.6	7.0	38.6	Issue	4
Cottage or Seasonal Residence		0	0	0	0	0	0.0	0.0	0.0	Within Norm	0
Other		4	11	5	6	24	10.0	7.4	17.4	Issue	3.5
<b>Spousal Abuse</b>		145	151	162	139	136	146.6	9.3	155.9	Within Norm	-3
<b>Robbery</b>		2	8	6	5	5	5.2	1.9	7.1	Within Norm	0.3
<b>Assault</b>		147	150	114	84	112	121.4	24.6	146.0	Within Norm	-13.6
<b>Sexual Assaults</b>		4	10	9	13	17	10.6	4.3	14.9	Issue	2.9

Traffic	Trend	2013	2014	2015	2016	2017	Mean	Std Deviation	Mean + 1 Std Dev	FLAG	Slope	
Impaired Operation*		Currently Not Available						Currently Not Available				
Roadside Suspensions - alcohol related - No grounds to charge**		11	4	10	17	15	11.4	4.5	15.9	Within Norm	2.1	
Occupant Restraint/Seatbelt Violations**		7	4	6	0	10	5.4	3.3	8.7	Issue	0.2	
Speeding Violations**		30	20	8	129	28	43.0	43.7	86.7	Within Norm	10.5	
Intersection Related Violations**		19	11	14	15	22	16.2	3.9	20.1	Issue	1	
Driving without Due Care or Attention*		Currently Not Available						Currently Not Available				
Other Moving Traffic*		Currently Not Available						Currently Not Available				
Other Non-Moving Violation**		107	97	89	88	88	93.8	7.4	101.2	Within Norm	-4.7	
Other CC Traffic***		27	12	15	14	17	17.0	5.3	22.3	Within Norm	-1.8	

# Conference Report



Council Member: Eric Butz

Conference/Workshop Attended: Munis 101

Date of Conference: November 4-5, 2017

## Information Presented (all relevant sessions):

### Session 1: - Budgeting

Munis 101 was an introductory training session on municipal governance covering a wide-range of topics. I'll report on two of particular importance

- Finance & Budget Transparency
  - Area was discussed in a few different ways throughout the conference
  - Common internal committee for councils is a Finance committee
    - Discussed asset management which is important and included in the new internal committee
      - Need to understand the full life-cycle cost of our assets and have a replacement plan in place as part of our capital budgeting.
  - Important to communicate and pursue citizen engagement
    - AUMA citizen engagement and social media resources: <https://www.auma.ca/advocacy-services/programs-initiatives/citizen-engagement-toolkit-social-media-resource-guide>
  - Recommendations
    - Review budget-setting process for open vs. closed sessions
    - Review our advertising policy on open, public sessions (e.g. FaceBook)
    - Review public disclosures on key financial reporting areas of Town activities e.g. ECDC, CETC, Snow Removal, Omniplex, Pool
    - Determine where to actively seek public input or rely on citizens to engage with us
- Budget Formatting
  - Administration provides budgets to council to approve
    - Budgets reflect our priorities and minimum requirements under the MGA
    - Budget provide guidance to administration and departmental staff for spending for the year
    - Challenge is the size of the organization and the multitude of budget-reporting areas, creating budget documents that provide the necessary information for Council to assess value received for dollar spent and understand where money is being spent.
  - At Munis 101 we discussed examples of good and bad budgets
    - A bad budget has a few different characteristics
      - Unnecessary detail – being provided multiple lines for the same expenditure type e.g. wages + benefits + statutory requirements; should all be 'personnel' cost
      - Poor grouping of line items
      - No connection between spending and priorities
      - Lack of qualitative information to provide guidance on how spending changes are reflected in service level
    - Corollary to this is my recommendation to Administration to incorporate 'good budget' practices into its budget documentation
      - Appropriate level of detail
        - F/S only disclose about 6 or 7 expense types
      - Key performance metrics for historical, current and forecast service provision
        - Sufficient historical background to assess long-term trends and provide historical basis for activity
          - For fire dept. this might be service calls
          - For snow removal this would be number of full snow removal operations, partial snow removals, sanding (days, tonnes)

historical data could include number of major snow events, overall monthly precipitation, average/extreme temps etc.

### Correlation to Approved Town Plans/Policies and Council Vision

*Ex. Social Development Plan (SDP), Community Sustainability Plan (CSP), Economic Development Strategy (EDS), Municipal Development Plan (MDP), Housing Index Study (HIS), Recreation & Culture Master Plan (RCP), etc.*

Session 1:

### Recommendation(s) for Council consideration:

- 1) Good Budget Format

### Identify Partners and/or External Resources:

### For Administrative Use Only:

Date Received:	December 13, 2017	Date Reviewed:	
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### Item(s) for Administration policy or procedural consideration:

- 1)
- 2)

# Conference Report

*Council Member: Nancy Dodds*

Conference/Workshop Attended: AUMA Conference 2017

Date of Conference: November 21<sup>st</sup> – November 24<sup>th</sup>, 2017



## Information Presented :

**Session 1: Infrastructure Funding Now and Into the Future** – This session discussed most significant opportunities for municipalities in Alberta regarding infrastructure funding now and into the future.

- Infrastructure Funding – investing in the 180+ billion long-term infrastructure plan.
- Innovative Financing – is an addition to how we are going to plan and fund infrastructure across the nation.
- Investing in Canada Plan – Mandate, Functions, Governance, Tools, Investments and Breaking down the plan.

Most Significant Opportunities For Municipalities in Alberta • Gas Tax Fund Bump • Disaster Mitigation and Adaptation • Culture and Recreation Funding • Rail Safety Improvement • FCM Based Funding – MCIP – Asset Management – GMF

**Session 2: Intermunicipal Collaboration Frameworks for Small Communities** – This session discussed the amendments to the Municipal Government Act and gave an overview of the ICF (Intermunicipal Collaboration Framework) requirements and challenges. All municipalities must adopt ICF's with each municipality they share a common border with. Municipalities must work together with their neighbouring municipality to plan, deliver, fund intermunicipal services and negotiate in good faith.

This will come into effect on April 1<sup>st</sup>, 2018 and each municipality will have two years to complete an ICF. There will be consequences if municipalities are not collaborating, which will include mediation and arbitration.

Many assets to be included in this will be governance, funding, service delivery, and cost sharing and dispute resolution.

There will be an upcoming ICF workbook being put out in the new year that will assist in opening the dialogue between municipalities. The intent of this workbook is to start the dialogue and access the delivery of the services, strategic planning, assessment, inventory, preparing an IDP and Bylaw adoption.

**Session 3: Smart Cities and Communities** – Alberta Smart City Alliance

This session provided smart city information to improve knowledge and capacity and promote solutions to community challenges and engagement through the Alberta Smart city alliance. Municipalities like St. Albert have recognized this trend and embraced innovative alternatives

to be a modern and adaptive city.

This type of commitment needs to be a part of everyone's day at all times. Start small and identify the problems first and really network with the residents of the community to start to build this type of culture in.

**Session 4: Building Healthy Citizens, Communities, and Environments through Recreation and Parks** – Recreation and Parks are an essential service that provides a better quality of life mentally, physically and socially. ARPA (Alberta Recreation & Parks Association) strives to build healthy citizens, communities, and environments by collaborating with its members and partners.

ARPA's Strategic Plan is Leadership & Advocacy, Member Excellence and Active & Engaged Communities.

Recreation and parks programs are fundamental to building strong families and communities, providing economic benefits and connecting people with nature. Community programs for youth are also essential services that each municipality should be providing for their residents and investing in.

#### **Correlation to Approved Town Plans/Policies and Council Vision**

*Ex. Social Development Plan (SDP), Community Sustainability Plan (CSP), Economic Development Strategy (EDS), Municipal Development Plan (MDP), Housing Index Study (HIS), Recreation & Culture Master Plan (RCP), etc.*

Session 1:

Session 2: IDP (Intermunicipal Development Plan) MDP (Municipal Development Plan) LUB (Land Use Bylaw)

Session 3: CSP (Community Sustainability Plan)

Session 4: RCP (Recreation & Culture Master Plan, MDP (Municipal Development Plan (MDP)

#### **Recommendation(s) for Council consideration:**

- 1) Take an inventory, Advocate provincial & federal government, Strategic plan and apply for multiple projects. (Gas tax fund is important)
- 2) Find potential shared benefits, clearly define goals, build the process together, do an inventory of existing successes, services and agreements that benefit residents. Outline delivery, funding, discontinuance, timeframe for implementation and dispute resolution. Review and update IDP.
- 3) Municipal commitment at all levels. Start small and build this culture in.
- 4) Sponsor outdoor nature programs partnering with EPBR and youth programs. Communities in Bloom and Parks Day. Smart Cities Challenge



**Identify Partners and/or External Resources:**

**For Administrative Use Only:**

Date  
Received:

December 19, 2017

Date  
Reviewed:

Item(s) for Administration policy or procedural consideration:

- 1)
- 2)

# Conference Report

Council Member: *Amila Gammama*

Conference/Workshop Attended: MUNIS 101 - Lacombe

Date of Conference: 11/04/2017 – 11/05/2017



## Information Presented (all relevant sessions):

### **Session 1:**– Apply the Basics of Municipal Governance and Legislation in Alberta

Distinguish the role of municipalities in Alberta

Govern within the municipal organization and function

### **Session 2:** The Elected Official's Role in Municipal Leadership

- .Recognize the roles and responsibilities of municipal elected officials
- .Recognize and respect the roles and responsibilities of municipal staff
- .Apply common council decision-making processes
- .Work effectively within your individual leadership style

### **Session 3:** Navigate the World of Municipal Finance

- . Recognise important budgeting and financial administration processes
- . Distinguish how municipalities are funded

### **Session 4:** Explore the Role of Municipal Planning and Development

- .Recognize how municipalities plan and grow
- .Understand common planning and development processes

### **Session 5:** Ensure Effective Collaboration

- . Recognize the importance of collaboration and the available tools
- . Build relationships with local businesses and non-profits
- . Recognize the opportunities and challenges of collaborating

**Correlation to Approved Town Plans/Policies and Council Vision**

*Ex. Social Development Plan (SDP), Community Sustainability Plan (CSP), Economic Development Strategy (EDS), Municipal Development Plan (MDP), Housing Index Study (HIS), Recreation & Culture Master Plan (RCP), etc.*

Session 1: Training

Session 2: Training

Session 3: Training

Session 4: Training

**Recommendation(s) for Council consideration:**

- 1) Discuss towns 5 / 10 year and long term vision and asset management plans.
- 2) Good budgeting practices as Councillor Butz indicated

**Identify Partners and/or External Resources:****For Administrative Use Only:**

Date

Received:

December 16, 2017

Date

Reviewed:

Item(s) for Administration policy or procedural consideration:

- 1)
- 2)

# Conference Report

Council Member: Corey Peebles

Conference/Workshop Attended: Auma 2017

Date of Conference: November 22-24



## Information Presented (all relevant sessions):

### Session 1: Asset Management

Assets management

Local governments fail to show what they are offering for the price they pay

Ex "I pay 55 a week for my phone and internet"

I pay 90 a week for my car//gas/insurance

For 55\$ a month you get all this...and a community that's working for you!

Bring some of the things that go under the radar, back to the attention of the people

In the absence of policy staff will just assume what you want done. Make it clear

\*dont take on new assets without full life cycle cost accounting into consideration

\*put expiry dates on them so you are frequently revising them

Don't get hung out to dry on past councils failures.

What are your cost recovery strategies on infrastructure ?

Seven deadly sins of asset management

1) trying to make everyone happy

2) ignore your real role

She's says "elected to think and be strategic not do"

3)talking about taxes instead of service levels

If you don't bump-educate in what you are doing less of

4) ignore your staff

5)ignore your stakeholders

Communication improves trust, builds awareness and creates capacity

6)complain, criticize and blame

Instead of attacking, talk about how you can move forward  
 7)pass it on  
 Ignore it and pretend it's not there

### Correlation to Approved Town Plans/Policies and Council Vision

*Ex. Social Development Plan (SDP), Community Sustainability Plan (CSP), Economic Development Strategy (EDS), Municipal Development Plan (MDP), Housing Index Study (HIS), Recreation & Culture Master Plan (RCP), etc.*

Session 1: MDP

### Recommendation(s) for Council consideration:

- 1) Be clear about what we are offering in our communication pieces
- 2) Keep the "7 deadly sins" in the back of our mind as we go over asset management in future

### Identify Partners and/or External Resources:

## For Administrative Use Only:

Date  
Received:

December 20, 2017

Date  
Reviewed:

Item(s) for Administration policy or procedural consideration:

- 1)
- 2)

# Conference Report

*Council Member: Fayrell Wheeler*

Conference/Workshop Attended: AUMA 2017

Date of Conference: November 22-24<sup>th</sup> 2017



## Information Presented:

### **Session 1: Legalization of Cannabis in Alberta**

This session looked at the new legislation. Here's what we know so far...

- Smoking cannabis is prohibited anywhere tobacco is.
- Smoking cannabis will also be banned: on hospital grounds, school properties, and child care facilities. Banned near areas frequented by children; such as playgrounds, sports or playing fields, skateboard or bicycle parks, outdoor pools, splash pads, zoos and outdoor theatre.
- No consumption in vehicles.

## Cannabis Framework: Online Sales

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### Public online sales

- Albertans will be able to purchase cannabis online immediately following legalization from a public online store
- Alberta government will directly operate online sales, ensuring:
  - All purchasers are of legal age
  - Products are available even if retail outlets aren't set up in some communities
  - Albertans can differentiate between legal and illegal online sales, ensuring secure, safe products

# Cannabis Framework: Retail

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## Private cannabis retail stores

- Only specialized cannabis stores
  - No co-location with alcohol, tobacco or pharmaceuticals
- Retailers will need to undergo background checks
- Strong oversight and province-wide rules:
  - Setback distances and hours of operation
  - Standardized education for all retail staff, and staff must be 18
- AGLC responsible for oversight, compliance and distribution
  - Central wholesaler for all products with “postage stamp” pricing
  - Will ensure only safe, legally produced products are sold in Alberta
  - Level playing field for large and small producers

## Considerations for Municipalities

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- Public consumption
- Planning and zoning for production and retail
- Timelines for legislation, regulation and bylaw development
- Enforcement
- Public education

### **Session 2: Building Relationships with Indigenous Peoples**

Friendship centers around the province are there to help connect us, if you're not sure who or how to approach a band you can contact the centre. There is also a document on the [wic.auma.ca](http://wic.auma.ca) site called Engaging with Elders, a resource available to everyone.

- Brooks host an aboriginal day in June, similar to Drayton, we should check out what they offer.
- Our welcome remarks at all events should include the recognition of the treaty land we

are on. We should look at the Truth and Reconciliation's Calls to Action to see how they can fit into our municipality.

- You have to form a relationship before you work on the process. The relationship should be an outcome. Bridging the 2 worlds is important, small but meaningful acts go a long ways.
- Lethbridge has created an action plan for Truth and Reconciliation.  
<http://www.lethbridge.ca/Reconciliation>

### **Session 3: Social Media Strategy- [www.alchemycommunications.ca](http://www.alchemycommunications.ca)**

Municipalities:

Staff should be trained on the municipalities social media policy and why it's important. How are we informing the public of our "handle"? We should own ALL the "channels" so that people are getting accurate info from the source, not a fake account that has a close name like "MyDraytonTown". It's important to keep our credibility with the public.

- Sarcasm is not great on social media, people have lower literacy levels and they can take things out of context. Don't use it!
- The speed of your site loading is important. People will only wait a few seconds, you don't want to compromise your message from the beginning.
- The councillor who is being attacked usually replies with way more info than they need. Make sure you understand exactly what they are asking. Thank the person for the question and give a short answer with the link, always link back to your main site and supports.

There are social media dashboards that can manage all your media sites from one spot, Hootsuite is an example. A crisis happens when there are smaller things that get left and blow up. In today's world someone has to be listening and monitoring the line 24/7, there will be trolls who posts. There are monitoring tools that will alert you (google alerts, hoot sweet, ect) when your media goes out of the norm for number of posts if you can't always be watching. You might normally get 400 views a day but someone posts something and you get 2000 views in an hour it will alarm you. If you are a small department, and don't have someone managing social media all the time make sure it's posted that "it will take us up to 24 hr to get back to you". Make sure you have only one master password for the director of communication and the rest of the passwords for your teams you can set up through an admin account that can be shut down by the director if needed.

Do we have an emergency plan that includes communication on how we communicate? The basic messages should be pre made to say where to find our info... "The most up to date info is on our \_\_\_\_\_ and updated every hour."

During an emergency/crisis we need to give- Context, Facts, Future. Then pick a time for your next post, "we will post our next update at 5pm" so people know.



**Session 4: Trade Show Connections**

Asset Management handbook/ toolkit- [www.cea.ca](http://www.cea.ca) under the publications & resources tab

RCMP Policing Committee information- Karyn Popplestone at 780-415-8333

Connect our campground for bookings- [www.campreservations.ca](http://www.campreservations.ca)

SMB Apps for a Town App- [www.smbapps.ca](http://www.smbapps.ca)

**Correlation to Approved Town Plans/Policies and Council Vision**

*Ex. Social Development Plan (SDP), Community Sustainability Plan (CSP), Economic Development Strategy (EDS), Municipal Development Plan (MDP), Housing Index Study (HIS), Recreation & Culture Master Plan (RCP), etc.*

Session 1: LUB

Session 2: CSP: Caring and Inclusive Community

Session 3: CSP: Communication

**Recommendation(s) for Council consideration:**

- 1) Discuss the communication information and what the Town has prepared for communications in an emergency situation.

**Identify Partners and/or External Resources:****For Administrative Use Only:**

Date  
Received:

December 12, 2017

Date  
Reviewed:

**Item(s) for Administration policy or procedural consideration:**

- 1)
- 2)



## **DRAYTON VALLEY/BRAZEAU COUNTY FIRE SERVICES**

### **Office of the Fire Chief**

P.O. Box 6837  
5120-52 Street  
Drayton Valley, Alberta  
T7A-1A1

Main: (780) 514-2216  
Fax: (780) 514-2244

### **December 2017 Stats**

#### **Town of Drayton Valley/ Brazeau County**

Fire Calls- 3

Rubbish and Grass Fires- 0

Motor Vehicle Collisions- 6

Rescue Calls- 0

Alarm Calls- 15

Assist another Agency- 8

Misc Calls- 1

**Total- 33**

#### **Town of Drayton Valley**

Fire Calls- 1

Rubbish and Grass Fires- 0

Motor Vehicle Collisions- 0

Rescue Calls- 0

Alarm Calls- 10

Assist another Agency- 2

Misc Calls- 1

**Total- 14**



## **DRAYTON VALLEY/BRAZEAU COUNTY FIRE SERVICES**

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5120-52 Street  
Drayton Valley, Alberta  
T7A-1A1**

**Main: (780) 514-2216  
Fax: (780)514-2244**

#### **Brazeau County**

Fire Calls- 2

Rubbish and Grass Fire- 0

Motor Vehicle Collisions- 6

Rescue Calls- 0

Alarm Calls- 5

Assist another Agency- 6

Misc Calls-0

**Total- 19**